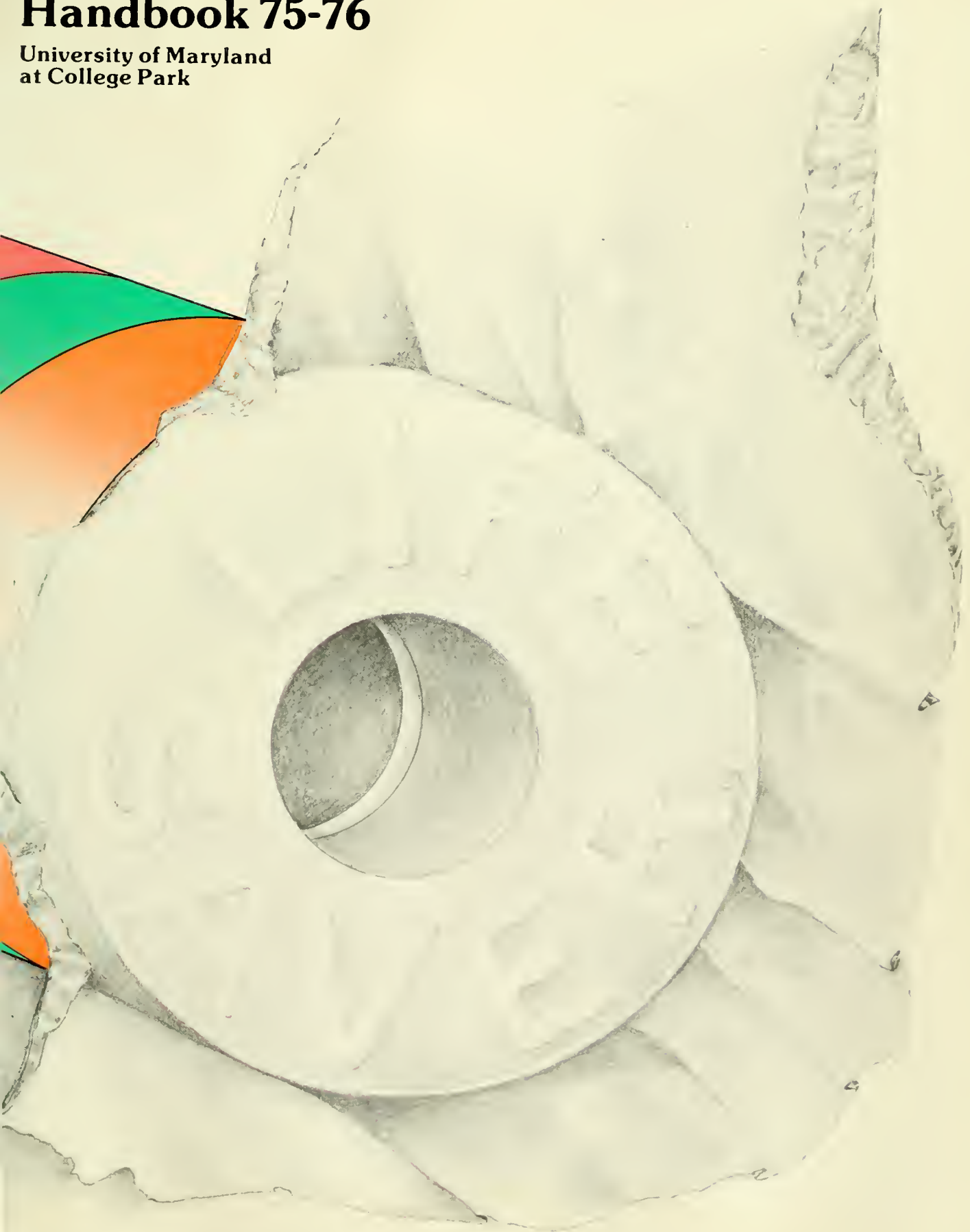


Student Handbook 75-76

University of Maryland
at College Park



STUDENT HANDBOOK 75-76

**University of Maryland
at College Park**



Division of Student Affairs/Office of Campus Programs

Produced by College Park Publications Office

TABLE OF CONTENTS

1	INTRODUCTION
2	PEOPLE YOU SHOULD KNOW
4	WHAT'S AVAILABLE
5	STUDENT SERVICES ON-CAMPUS
23	HELPFUL HINTS
24	UNIVERSITY CALENDAR
25	WHERE TO CALL—CENTER SECTION
26	INSTANT INFO—CENTER SECTION
31	BOREDOM BATTLERS
32	SUMMARY OF DEADLINES
33	STUDENT SERVICES OFF-CAMPUS
34	ENTERTAINMENT AND ENRICHMENT
39	HOW TO
43	HOW TO REMEMBER
45	HOW TO UNDERLINE EFFECTIVELY
46	NOT TO DECIDE IS TO DECIDE
47	MAXIMIZING YOUR PROFITS
50	GETTING OFF TO A GOOD START
52	GLOSSARY OF TERMS
	QUESTIONNAIRE SEE CARD IN POCKET OF HANDBOOK

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INTRODUCTION

Welcome. We're glad you're here at the University of Maryland's College Park Campus. This book is designed to help you make the most of your experience here; it might be worth your while to spend a little time familiarizing yourself with its contents.

It was compiled by the Student Affairs people with the hope that you would read it now, and then keep it handy as a reference throughout the year. Our objectives in selecting the specific content were fourfold:

1. To provide an introduction to the various people and programs that can help you to get the most benefit from your college career.
2. To provide some suggestions from both students and staff on ways to make your college experience what you want it to be.
3. To give a few helpful hints on ways to minimize your hassles.
4. To delineate not only the university's rules and regulations, but also to provide some rationale for their existence.

After reading through the booklet, you might have some good ideas as to how it could be improved. Tell us! To make it easy for you, we've included an evaluation form that you can send along to us. If there is anything that we left out or anything that you feel needs to be changed, please let us know.

Compiled by
Russell L. Fleury and Friends

PEOPLE YOU SHOULD KNOW

We know that it may not seem like it when you're standing in the long lines at registration, but we do care about you as an *individual*. This section of the handbook is designed to provide you with a list of specific people, their titles, and the function they could serve in maximizing your college experience.

CENTRAL ADMINISTRATION

You may only see them at graduation, but these are the people who have the ultimate say on policies, procedures and planning for the university system. Their offices are located in the Adult Education Center at the far end of campus (near lot No. 1).

President,
Wilson H. Elkins, X2211

Vice Presidents
for General Administration,
Donald W. O'Connell, X2216
for Academic Affairs,

R. Lee Hornbake, X2225
for Grad. Studies and Research,
Michael J. Pelczar, Jr., X4001
for Agricultural Affairs and Legislative Relations,
Frank L. Bentz, Jr., X3704

COLLEGE PARK CAMPUS ADMINISTRATION

Again, you may have little direct contact with these individuals, but they are responsible for all activities and programs in their respective divisions at this campus. Their offices are located in the three administration buildings clustered on Regents Drive.

Chancellor,
Robert L. Gluckstern, X4796

Vice chancellors
for Academic Affairs,
George H. Callcott, X4508
for Academic Planning and Policy,
Thomas B. Day, X4702
for Administrative Affairs,
John W. Dorsey, X4795
for Student Affairs,
William L. Thomas, Jr., X2925

Provosts

These are the chief administrative officers of each academic division who have the final appellate power in resolving academic conflicts for students majoring within any program in their division.

Div. of Agricultural and Life Sciences,
Francis C. Stark, X5257

Div. of Arts and Humanities,
Robert A. Corrigan, X2740

Div. of Behavioral and Social Sciences,
Mary F. Berry, X2301

Div. of Human and Community Resources,
George J. Funaro, X4145

Div. of Mathematical and Physical Sciences and Engineering,
Joseph M. Marchello, X4906

Deans At College Park

There are two classifications of deans at UMCP: Academic deans and Administrative deans. However, their day-to-day activities are more similar than they are different. Academic deans have the ultimate responsibility for making decisions regarding curriculum, faculty and the instructional process for their respective college or school. Administrative deans are charged with making sure things run smoothly.

School of Architecture,
John W. Hill, X3427

College of Agriculture,
Gordon M. Cairns, X3702

College of Business and Management,
Rudolph P. Lamone, X2403

College of Education,
Robert L. Emans, X2013

College of Engineering,
Robert B. Beckmann, X2421

College of Human Ecology,
John R. Beaton, X2136

College of Journalism,
Ray E. Hiebert, X2228

College of Library and Information Services,
Acting Dean, X3016

College of Physical Education, Recreation and Health,
Marvin H. Eyler, X2755

Administrative Dean for Graduate Studies,
David S. Sparks, X4791

Administrative Dean for Summer Programs,
Melvin N. Bernstein, X3347

Administrative Dean for Undergraduate Studies,

Robert E. Shoenberg, X2530

Okay, the above lists represent the people who have an impact on your college career without your really being aware of it. Below are some people that you will probably see *quite* frequently. It would be worth a minute's time to ponder their potential influence.

ON-CAMPUS

Your Professor

One place on-campus that you are sure to visit (hopefully regularly) is the classroom. It is here that you will probably have your first encounter with a professor. Just like students, professors come in a variety of sizes, shapes, sexes, and styles. Their common goal is to assist you in your academic development, and they will undoubtedly do so in varying degrees.

What makes the university unique from other levels of education is the opportunity to meet with your professor **OUTSIDE THE CLASSROOM**. You might be surprised at how much you can learn without that desk in between the two of you.



Try going in to see your professor sometime. That's what office hours are for. A better understanding of "the person behind the chalk" might just help you acquire a better understanding of course content and exactly what is expected of you. This is a resource that you should definitely cultivate. Besides, it's FREE with the tuition.

Your Classmates

Whether you live in a dorm, a fraternity or sorority house or commute to the university, you will be spending large amounts of time with other people who are going through the same experiences that you are. One of the greatest benefits of going to college is the chance to listen to and discuss ideas with people of widely different backgrounds and ideological viewpoints. You won't agree with all of them, but keep your eyes, ears and mind open. There is so much more to learn here than you will ever find either in the classroom or in books. In the stands at Cole Fieldhouse, on the Mall in front of the library or over a beer, people are all around you. Take advantage of a chance to get to know them.

The Secretaries

Throughout your years at College Park, you will no doubt have occasions to go to various administrative offices. Your first contact at any one of these places will probably be with a secretary.

Try to remember that she is not personally responsible for your problem and therefore does not deserve to be harassed and bombarded with four-letter words just so you can relieve your frustrations. Instead, try to exercise good human relations. A simple, friendly request will increase her desire to assist you and ultimately get you a faster solution to your problem.

Orientation Leaders

(Student Advisors) — These are fellow students who have gone through an extensive training program to prepare them to aid you. Their role is to facilitate your understanding of the university's program offerings, policies and operating procedures. In addition to the summer "Maryland Preview," these Student Advisors will be presenting programs during the fall semester that will address specific student concerns. They may not have all the answers, but an effort has been made to identify and pro-

vide answers for the majority of the questions that are asked by students new to the university.

Academic Advisors

Each student at the university is assigned an Academic Advisor. Students with declared majors will meet their advisors through their respective department offices. Students who have registered as "Undecided" can meet with their advisor through the General Undergraduate Advisement Office in the Undergraduate Library.

Most Academic Advisors are fellow students (usually juniors or seniors) who are also going through the program and can therefore give you some invaluable inside information. It's a good idea to touch base with your advisor at least once a semester, particularly when you are trying to arrange your schedule of classes for upcoming semesters.

IN THE RESIDENCE HALLS

Your Roommate(s)

Well, you probably have been wondering what your roommate(s) would be like ever since you sent in your application for housing. Avoid the trap of first impressions, particularly negative ones. They have a tendency to change. Occupying the same little room with other people can be a great eye opener to the relationship between rights and responsibilities. You may have your differences, but remember at all times you are also your roommate's roommate. A little time spent just getting to know each other early in the semester can go a long way toward developing an enjoyable comfortable relationship.

Your Resident Assistant

Each dorm group is staffed with several people whose job it is to develop and maintain a good group living environment. There is one R.A. for approximately every sixty students. They arrange their schedules so that at least one of them will be around the dorm at all times. R.A.'s are there for the purpose of helping you maximize your experiences in the residence halls. They are trained and experienced in activities programming, advising and conflict management. There will always be someone there if you need them.

Your Resident Director

Each residence hall has one full time person designated to manage the total living environment. Working with a student ratio of from 500-1 to 1200-1, much of an R.D.'s time is spent working with his staff. Your R.D. has as his responsibility the administrative functioning of the entire hall. In addition, your R.D. is a resource person and an appeals person for all major personal concerns that cannot be handled by the R.A. You should become aware of who the R.D. is and how to get in touch if the situation warrants it.

AT HOME

Your Folks

No, don't laugh. You'd be surprised at the large number of us who have actually experienced the phenomenon of our parents miraculously becoming wiser and more aware as we went through our four years of college. Think about it!



WHAT'S AVAILABLE

One of the big advantages of going to a large university is the wide variety of experiences that are available for you outside of the classroom. In this section is a list and a brief description of the services and on-going activities for students at the time of this publication. Because of the dynamics of change as a major factor in campus life, other activities have undoubtedly developed. To be current, consult the appropriate publication listed below.

PUBLICATIONS

The Diamondback

An independent student newspaper that is published daily is an invaluable source of information on current campus



happenings. (See "Campus Bulletin" section). In addition to news of on-campus activities, stories of local and national concern are presented. The DBK is available in the lobby of most buildings on campus, and it's FREE!!

The Undergraduate Catalog

(Together with this handbook) contains the answers to most of your questions about how this university operates. Check the index in the back.

The front section of the catalog contains general information about admissions, credits, fees and financial aid, degree programs and university policies. The main body of the catalog gives a listing of academic departments, programs, curricula, and course offerings. The catalog is part of the materials you receive before orientation (also free), but don't lose it because you'll have to pay to get another.

The Schedule of Classes

Published prior to registration for each semester, it's chockful of all kinds of useful tidbits like a calendar of important data, a breakdown of student fees, procedures for getting through the

maze at registration, how to Drop or Add courses, etc. Sometimes there are two editions. Make sure yours is the current one.

The Terrapin

Maryland's yearbook is the traditional hardcover volume put out by a student staff with their recollections of the UMCP campus. To get one, go to room 3101 of the Main Dining Hall with \$10.00. Look in the DBK for distribution date (usually during the 2nd week of April.)

The Black Explosion

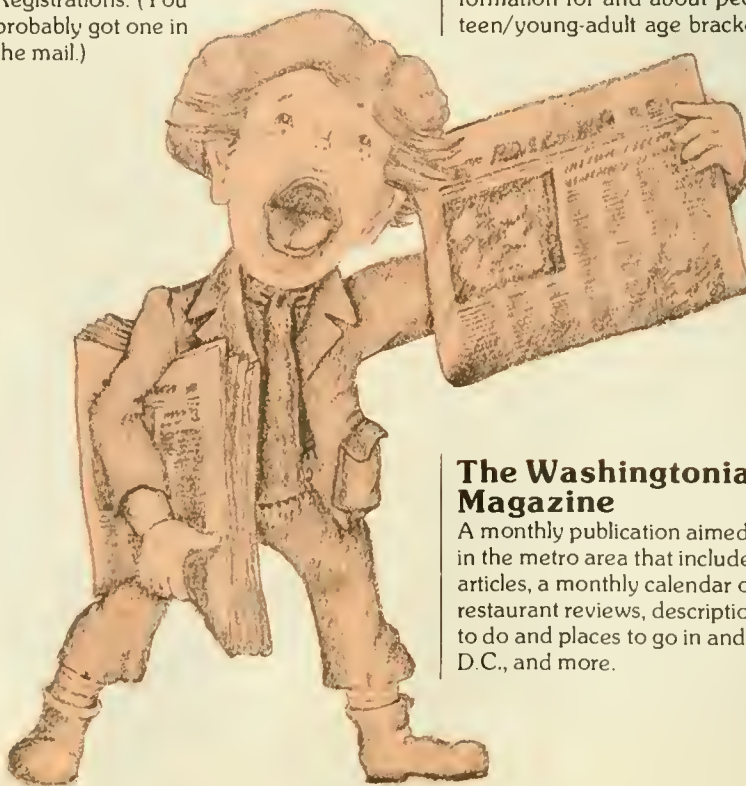
A newspaper published twice a month by the Black Student Union. It focuses on the activities of the university's Black students as well as covering national and international events of interest to the Black community and should be read by all students.

The Residence Halls Contract

An overview of policies and procedures of concern to those of you living in university housing. For your own benefit READ CAREFULLY before signing!

Maryland—a Student Prospectus

A mini-catalog with an overview of life at the College Park Campus available from the Office of Admissions and Registrations. (You probably got one in the mail.)



Opportunities for Undergraduate Student Financial Aid

Ten-page guide to scholarships, loans and part-time employment available in the Office of Student Aid.

Fraternity and Sorority Booklets

Compiled to give information on rush procedures, finances and overall life-style of those students who are members of the Greek System.

In addition to the above, each department/office has a number of in-house publications that explain in greater detail the services they provide.

The Community—Since you are just a stone's throw from Washington, D.C., you can easily find information on happenings throughout the metro area by consulting the following three publications:

The Washington Post

The daily morning newspaper that broke the Watergate story has a section called "Style" that gives information on concerts, movies, stage productions, etc.

The Washington Star

The daily afternoon newspaper (morning distribution on Sat. and Sun.) has a section that focuses on articles and information for and about people in the teen/young-adult age bracket.

The Washingtonian Magazine

A monthly publication aimed at all folks in the metro area that includes feature articles, a monthly calendar of events, restaurant reviews, descriptions of things to do and places to go in and around D.C., and more.

STUDENT SERVICES ON-CAMPUS

In an effort to aid students to maximize their college experience the university has established a multitude of offices dealing with specific student services. This section provides an annotated list of most of them. If you'd like more information about a particular office, give them a call or drop by during office hours, 8:30-4:30, Monday-Friday.

ACADEMIC ADVISEMENT

General Undergraduate Advisement Office
3151 Undergraduate Library (454-2733)

This office provides a variety of services for student and faculty at the College Park Campus. You may see it abbreviated as "GUAO" but, however identified, you will know that really good people are available to give you help throughout the year. Here are some of the things the office does:

- provides advising and academic record-keeping for any student who chooses to be "undecided" about a choice of major—advising for "life-planning" is the usual approach.
- provides "outreach" programs to help students better understand such matters as registration procedures, course selection, university requirements, and other academically related areas.
- offers pre-professional advising programs in the Pre-Medical, Pre-Dental, and Pre-Law areas.
- troubleshoots for individual students who are having difficulty with administrative procedural problems, such as transfer-credit evaluation, schedule revisions, changing Divisions/Colleges/Departments, errors in official records, etc.
- maintains a central file of information about academic programs and requirements on the College Park Campus.
- coordinates the campus-wide system of advising, including helping individual students with specific advising problems.

AUDIOVISUAL EQUIPMENT

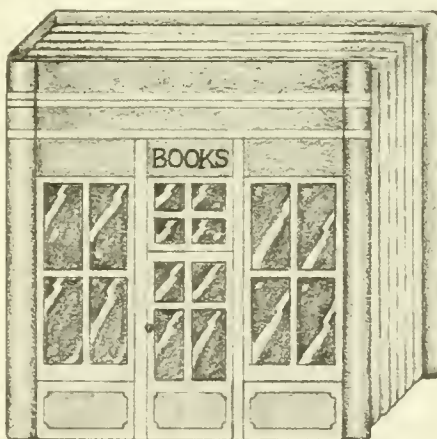
Room 1, Annapolis Hall (454-3549)

There is no rental fee, but students must present a letter from a university faculty or staff member assuming responsibility for the borrowed equipment. Quantities are limited, so it's advisable to reserve equipment in advance of the time you want it. There is a wide variety of films in various fields also for borrow.

BOOKS AND SUPPLIES

UMporium

Located in the basement of the Student Union (454-4147), the UMporium carries new and used textbooks for all



courses plus an extensive selection of gifts, UM clothing, greeting cards, houseplants, and best-selling paperbacks. The UMporium is open the first three Saturdays of each semester, has special hours during registration and during University College registration sponsors a shuttlebus from the Adult Education Center. Regular hours are Monday-Thursday, 8:30 a.m.-6:45 p.m., Friday, 8:30 a.m.-4:15 p.m.

Alpha Phi Omega Used Bookstore

Location changes every semester. During the first two weeks of each semester, you can sell your books for as much as 75% of the original value and buy books at reduced prices. All APO profits go to charity.

Fellow Students

Check the bulletin boards during the first few weeks of each semester.

CAREER DEVELOPMENT CENTER

Terrapin Hall (454-2813)

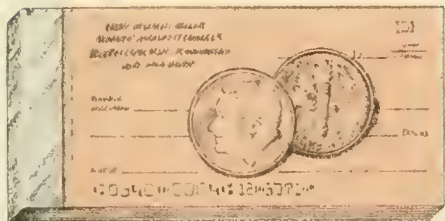
Career planning ideally should begin early in your academic life in order that you may be best prepared for graduation. The Career Development Center is the best place to begin.

The CDC offers a wide variety of services. *Workshops* are conducted regularly in job-seeking techniques, resume writing, law school alternatives, government jobs, summer jobs, and deciding on a major. *Special programs* throughout the year put students in direct contact with prospective employers and graduate school representatives. The *Career Library* contains a vast amount of career planning material, occupational information, job vacancy listings, summer jobs, reference material on graduate schools, and test applications. The CDC coordinates a *one-credit course* entitled, "Career Development and Decision-Making" (EDCP 108). The course is open to undergraduates in their freshman, sophomore and junior years. The *Cooperative Education Program* (Co-op) is a semester on-campus, semester off-campus working full-time program located within the CDC. (The Co-op program for Engineering students is housed within the College of Engineering.) Co-op is an excellent way to apply classroom skills in paying jobs related to your career interests.

Other services include on-campus recruiting, credential services for education majors and graduate school reference files. *Career Advisors* for each academic division are readily available for counseling. You may find their willingness to assist you is particularly helpful in your career planning experience. Start early—career planning is an ongoing process!

CHECK CASHING

Even with money in the bank, you may have trouble getting checks cashed. Because of the fear of checks bouncing, check cashing can be a difficult task,



so it's almost essential that you establish a checking account at one of the nearby banks.

If you don't open a checking account, you can cash checks in the Student Union for a 20 cents service charge. After showing your University ID card and filling out an information form stamped on the back of your check, you may cash personal checks up to \$20.00 and payroll checks up to \$40.00. This service is offered Monday through Saturday from 9 a.m. to 3 p.m. A word of warning: don't pass any bad checks. You won't be able to cash a check there again.

Some College Park stores which are sympathetic to students will cash checks with purchases. Most stores and businesses in the area stop accepting checks toward the end of the school year because of the possibility of students' writing bad checks. The Student Union check cashing service closes down too. So be sure you have enough cash before final exams.

COMMUNITY SERVICES PROGRAMS

(Also called the campus Internship/Volunteer Office),
1211 Student Union (454-4767)

Choosing a career, deciding on a major, getting career experience before graduation, testing your skills—these are all reasons that UM students select internship and volunteer jobs through the Community Service Office. The staff helps students choose an internship or volunteer job from over 1,000 opportunities in the Washington Area (where else in the U.S. can an undergrad student be a part-time intern in a senator's office or work with Ralph Nader?)

If you need help in arranging credit for the internship, the CS staff will help. Information on UM courses which can involve community work or work experience is also available. If you wish to to organize a project in the community, you can receive advising, guidance and limited resources through the office. Here's a place to do one-stop shopping for experiences that can make all the difference in getting a job when you graduate.

COMMUTER AFFAIRS

1211 Student Union. (454-5275)

Everybody's got to live somewhere. . . in a dorm, with parents, in a tent, on the road, on the mall, in parking lot No. 4. Individuals who do not live on-campus are considered commuters, and it is primarily for them that the Office of Commuter Affairs exists. Wherever you live or whatever your interests, the university offers a host of services,

choices and experiences for you. Under the auspices of the Commuter Affairs Office are commuter programming, carpool creation, bikeway information, shuttle buses, the off-campus housing service and a host of other information on commuter activities.

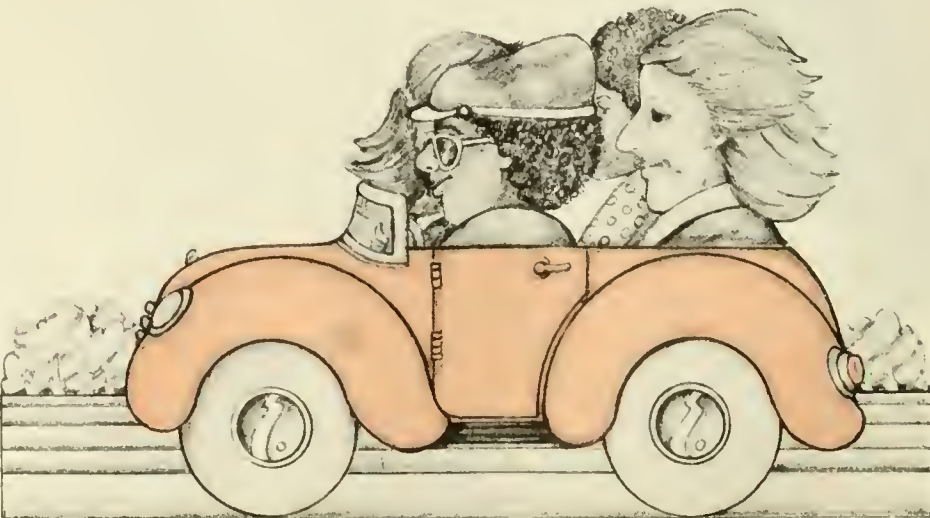
Shuttle Buses

The Commuter Affairs Office coordinates an evening shuttle bus service, the "Terrapin Night Transit (TNT)," which rockets around the campus every night, picking up students and depositing them at residence halls, in parking lots, or wherever the spirit directs it. The buses provide after-dark transportation to most of the campus free of charge. Schedules are available at the Student Union information desk or in the Commuter Affairs Office.

Carpools

"Pool it" is not a new gross phrase. It's one of the greatest fads to hit the campus in recent years. This craze is being fostered by the Commuter Affairs Office who boasts the motto: "We'll find a carpool or make one!" in addition to cutting costs, reducing pollution and fuel consumption, and relieving campus traffic congestion, carpools are given guaranteed preferential parking spaces in interior faculty/staff parking lots.

Three students constitute a carpool and can register themselves at the Commuter Affairs Office, 1211 Student Union. Through its computerized carpool service, students can be put in touch with other students who are looking for a carpool.



COUNSELING CENTER

Shoemaker Building:

8:30 a.m.-9:00 p.m.

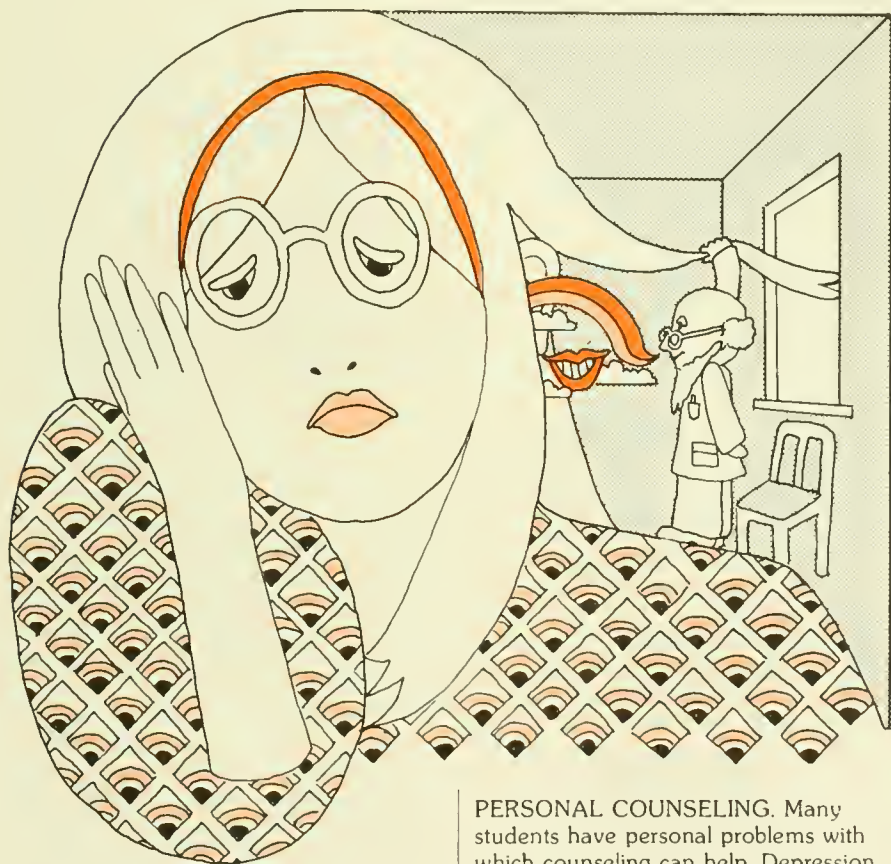
Monday-Thursday;

8:30 a.m.-4:30 p.m. Friday

(454-2931)

The Counseling Center offers a variety of programs all of which are designed to help you make maximum use of your potential while at the university and in your life after you leave the campus.

In addition to special groups, workshops and courses during the year, the center regularly offers:



PERSONAL COUNSELING. Many students have personal problems with which counseling can help. Depression, anxiety, loneliness, feelings of worthlessness, and many other problems can detract from the enjoyment of life and interfere with academic performance. Individual and group counseling are available to deal with these problems.

EDUCATIONAL AND CAREER COUNSELING. Students who need to decide on a major or a future career are given an opportunity to find out more about their interests and abilities through individual sessions with a counselor or in a group. The Occupational Information Library in the lobby of the center is available for use by students in general, not only those in counseling. The lobby also has tape recorded "Conversations" with all academic departments on their fields of study. Feel free to come in and dial into a few of them.

ACADEMIC SKILLS WORK. The Reading and Study Skills Laboratory can help with reading, writing, note taking, studying, time management, exam preparation, and other skills. You can work on these skills either or both individually or in workshop groups. For any of these, see the RSSL Receptionist, Room 203, Shoemaker Building.

Educational counseling, career counseling and personal counseling are done by a professional staff, all of whom have doctorates in psychology or education, and by advanced graduate students under close supervision.

The Reading and Study Skills Laboratory is staffed by academic specialists with master's or doctoral degrees in English, reading or counseling. Some personnel are graduate students who are supervised by the senior RSSL staff.

In addition, the center carries on a large number and variety of research projects of interest to students and the campus.

DINING SERVICES

Director's Office (454-2901)
Meal Ticket Information (454-2905)
Catering (454-3539)



The Dining Services offers a choice of three board plans: 7-day (20 meals), the any 15-meal and any 10-meal plans. The 7-day plan allows you to eat all of the 20 meals offered each week. The any 15-meal plan offers the most flexibility giving you the choice of eating 15 out of 20 meals, therefore enabling you to miss breakfast and eat on weekends or eat breakfast and miss weekends. A third option is offered to those students who spend a minimal amount of time on campus with the any 10-meal plan. The meal card of a contract student can be used in all of the four conveniently located dining halls on the College Park Campus.

Board plans are available to all students who attend the University of Maryland, whether they be a resident, commuter or apartment dweller. However, the food contract that is signed by you stipulates it is for one entire academic year, although the payments are divided by semester. The only conditions for breaking of the contract would be that of withdrawal from the university.

The prices for the meal plans have not been determined as of this writing, but complete information regarding the food meal plans can be obtained by calling 454-2905.

Menus offer a variety of entrees with a minimum of four selections of salads and desserts. The number of portions is unlimited. Throughout the year a series of special events are scheduled for those meal plan holders which include outdoor barbecues, dinner dances and dinner theaters at no extra charge. In addition, those students who desire a private catered meal for a special occasion, in lieu of the cafeteria contract feeding, will be entitled to a discount for those board students attending the function.

Cash Lines

The Department of Dining Services offers for those students not on the board plan cash facilities in the Student Union, Hill Dining Hall and the Cambridge Community Center. These cash facilities are open to students and guests of the university and offer specialties such as made-to-order sandwiches, sub shop, pizza shop, and cafeteria service. Those students who are interested in taking advantage of the "all you can eat" meals, have the opportunity of eating in the contract dining halls by purchasing a guest meal ticket at the checker's booth to the entrance of the dining halls.

Food—Other Campus Options

HILLEL HOUSE
7505 Yale Avenue
(779-7370)

A friendly atmosphere, variety in meals and good food await you at the Hillel Kosher Dining Club. You can get three meals a day Monday through Saturday and brunch and dinner on Sunday. You also have the option of a partial board plan which includes all meals from Sunday dinner to Friday lunch. Hillel provides a welcome change from humdrum meals and is a lot easier than cooking your own.

Shabbat at Hillel is a very special time. Everyone eats together and then joins for services. Dress is more formal and the atmosphere is very traditional.

DAIRY

Turner Laboratory
(454-4521)

For homemade ice cream, go to the University Dairy. The ice cream is made right in the building, and student workers give you more than enough.



Besides being able to sample all flavors of cones, sundaes and milkshakes, you may also buy a variety of hot and cold sandwiches. Hours are from 9 a.m. to 6 p.m., Monday through Friday, and from noon to 6 p.m. Saturday and Sunday. Summer hours are from 10 a.m. to 9 p.m., Monday through Saturday, and from noon to 6 p.m. on Sunday.

VENDING MACHINES

When you're really in a hurry, there are vending machines located all over the campus. Vending rooms in the Student Union, Francis Scott Key, Skinner, the Education Building, Tydings, the Engineering kiosk, and the Armory provide everything you need from soup and sandwiches to dessert with push button convenience, including microwave ovens to warm up whatever you buy.

In Cole Fieldhouse and most high rise dorms there are machines that offer light snacks, drinks and ice cream. The food in the machines is just as expensive as anywhere else on campus, but if you're rushed, it's convenient. One real advantage of the vending machine is that they are available after most other campus eating facilities close down. The vending room in the Union stays open until the building closes, so you might want to head over there for a late night snack.

DORMITORY LIVING

Like the commuter, the student living on-campus can expect diversity in accommodations. Offering these very different types of living areas, the residence hall system has modern high rises, small home-like residences and contemporary modular apartments. Each offers an identity and life style of its own.

Hill Area

The oldest and most typically "Maryland" of the dormitories is the "Hill Area." Situated on the main part of campus, these are the most convenient of Maryland's housing units, with some students claiming they can make it from bed to class in five minutes. Since they are the oldest, their rooms tend to be smaller than in other residence areas, with some of the facilities suffering from years of wear. Housing usually around 100 people, their relatively small size gives these dorms a more traditional college atmosphere than other campus living areas. Within this environment, you can get to know most everyone in the dorm in a short period of time. On the "Hill" many of the social activities are organized by individual dorms and the Hill Area Council. In addition, the Pub provides a convenient place to go for beer, wine and loud music.

Complexes

The complex dorms are the high rises along the north edge of campus. With 500 students in each dorm, the comradeship found in the Hill is difficult to duplicate on a dorm-wide basis. Most friendships will be developed on the floor or section where you live.

In the center of each complex is a dining hall which not only serves food but doubles as a community center. As the hub for most parties, films, workshops, programs, etc. in the complex, the community centers provide self-service facilities such as dark rooms and bike repair shops.

More modern than the "Hill," these complexes have larger rooms and better overall facilities. Small kitchens with top burners are on every floor, but there is only one oven for the entire dorm. Vending and washing machines are in the basements, but change is at a premium, so keep some on hand.

Leonardtown Mods

Across Route 1, behind the row is the newest addition to the university's residence hall system. More like apartments than dorm rooms, the Leonardtown Modular Units are fully carpeted, self-contained living units of four or six students. Each mod comes with a completely equipped kitchen and living room furniture that's as fun to play with as it is comfortable to sit in.

Unlike the "Hill" or "Complexes" where students develop friendships around their building or floor partners, students here build relationships with roommates and the occupant of other mods. Social life centers around privately planned activities rather than the dorm or complex programs that exist in other areas.

As a new student, there is almost no chance that you will be assigned to a mod. Understandably, there's a waiting list with vacancies filled on a first come-first served basis.

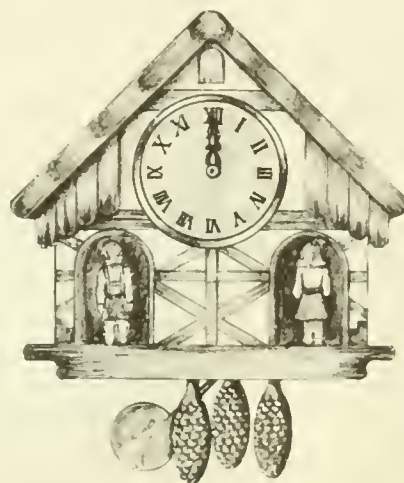
Co-ed Dorms

There are co-ed facilities as well as separate dorms for men and women. In co-ed dorms men and women live in the same building, either in different wings or on different floors. Many students like these arrangements because they provide a more relaxed atmosphere for meeting people.

Freshmen may select a co-ed dorm by checking the appropriate box on the application. Available spaces, as in other dorms, are given to those students who submit their housing application first. Students under 21 are required to have a parent's signature.

Hours

Co-ed, men's and women's halls are all available with either limited or unlimited hours.



- a) Co-ed limited hours (One hall of approximately 525 students)
- b) Co-ed Unlimited hours—(Eight halls totaling 2,200 residents)
- c) Men's or women's limited hours (4 halls 2m/2w totaling 725 students)
- d) Men's or Women's unlimited hours (23 halls 14m/9w totaling 4200 residents)
- e) Women's limited weekdays unlimited weekends (1 section of 1 hall totaling 275 students)

All halls determine the hours for visitation by members of the opposite sex (within established limits) by a three-fifths majority vote of all the hall residents. Limited hours must not extend beyond 8 a.m. to 12 midnight Sundays through Thursdays and 8 a.m. to 1:30 a.m., Fridays and Saturdays. Unlimited hours may extend to 24 hours a day.

Changing Dorms

Working through your R.A., you can make room or dorm changes after the first three weeks of classes. However,



you will probably find it difficult to switch during the fall semester (unless you can find someone who'll trade) because all rooms and beds are assigned. At any rate, it's a good idea to get to know the R.A. of the dorm in which you want to move. That's who makes mid-year room assignments and fills vacancies.

Rules

Students in residence halls are subject to all university rules and regulations. Most important regulations are specified in the contract handbook that you receive when you are granted housing. Other Residence Life policies may be found in your hall staff member's office. If there are constraints mentioned that you can't abide by, DON'T SIGN UP!

DUPLICATING SERVICES

Physics Duplicating Services

21201, Physics Building
(454-2950).

Printing, Xeroxing, Plastic Binding, and 3-hole Punching services are available to students with official fund and budget numbers or S.G.A. accounts.

Signshop of the Student Union

For a minimum charge, mimeograph, ditto, offset printing, letter press and embossograph signs are available to all students and staff.

Division of Photographic Services (DPS)

The Division of Photographic Services (DPS), is located on the ground floor of Annapolis Hall and is available to help students in a variety of ways. See PHOTO SERVICES of this publication for details.

FINANCIAL AID EMPLOYMENT

Office of Student Aid

North Administration

Part-time employment (454-3592)

Scholarships and Grants (454-3046)

Loans (454-3047)

College is expensive, especially if you're living away from home. After paying for tuition, food, room, and books, you'll probably be scrounging for pennies. But don't be discouraged. Here are some hints on finding some extra money.

If you have money problems, visit the Office of Student Aid. This office offers many programs designed to stretch finances so you can attend the university. Over 80 kinds of scholarships as well as loans, grants and employment are awarded to eligible students.

Most aid comes in a "package" which consists of some combination of scholarship or grant money, loan funds, and/or a job. The vast majority of the funds are either in the form of loans or jobs. The deadline to be considered for all types of aid for summer and fall is May 1.

Job requests and applications for College Work-Study are accepted any time.

Temporary Employment

With or without financial assistance, you will probably find the need for some type of part-time job. When looking for part-time work, you should carefully consider the type of job you take and the demands it will place on you and your school work. Experience is one of the most valuable assets you can have in a post-graduate job search. Often, part-time work as a student can lead to full-time employment after you finish school, so try to find a job that has some relationship to your professional field or interest.

Be cautious about how much work you take on. It's best to integrate work gradually into your class schedule. If you later find you can handle more, then add it.

On-campus jobs are the most sought-after type of employment. While the pay scale for campus jobs is usually less than for off-campus positions of comparable responsibility, on-campus jobs usually fit most comfortably into your class and study schedule.

Campus jobs are limited in number, so competition is keen. The chances of getting a position for this year are slim, as most students are hired before the summer for fall employment. But if you wish, you can apply by contacting the appropriate office.

Good luck. Here are some places to begin.

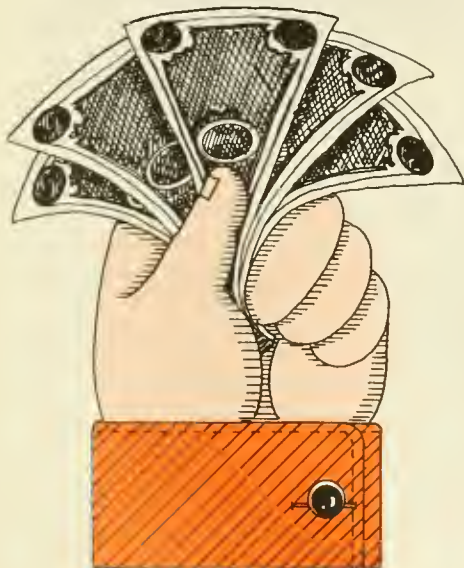
Office of Student Aid, 2130 North Administration Building, 454-3592. Most jobs listed through Student Aid are for work-study students. However, they do keep in touch with offices throughout the campus. Also, they receive notices of internships and other educational summer job programs around the country.

Career Development Center, Terrapin Hall, 454-2813. They maintain contacts with local employers and provide limited listings of part-time jobs in the area plus information on summer jobs.

Office of Commuter Affairs, 1211 Student Union, 454-5274. This office keeps part-time job listings on the bulletin board outside their Student Union office. The lists are changed frequently and should be checked every week. Also, Commuter Affairs coordinates the Campus Shuttle Bus. If you have a class "C" Maryland driver's license, you can apply to them as a bus driver.

Office of Resident Life, 3rd floor, North Administration Building, 454-2711. The housing office hires all student housing personnel; RA's, desk receptionists, night security, etc. The actual interviews are conducted in each resident area for the positions open in that area. You can get information on application dates and procedure from your RA, Area Director, or the Housing Office.

Orientation Office, 1211 Student Union, 454-2827. The Orientation Staff is hired



through this office. The jobs are primarily for the summer but the pay and benefits are excellent. Beginning in April the office often takes on extra student employees to help process Orientation reservations. Applications for the summer Group Leader positions are usually available in October.

Departmental Office

As work loads and money permit, departmental offices often add student employees to their staff. Ability to type is an invaluable aid in getting one of these jobs as is experience with standard office equipment. Try your department or college first as majors are often given priority. If that doesn't work, there are 87 departmental offices on campus. Someone must need help.

Dining Services

One source of a variety of job opportunities is the Dining Services. To apply, go to any of the four dining halls, the PUB or the personnel office (454-2908). Expect to work a minimum of ten hours a week with an average salary around \$2.35 per hour. Jobs range from the traditional dishwashing and serving to cooking, catering, warehouse and clerical work. The Dining Service likes to hire people back for several semesters, but there is a good turnover through graduation, etc., hence openings occur.

Faculty

One of the most valuable resources for jobs are the faculty. They maintain contacts with colleagues in the area, many of whom, working with the government or private business, are in a position to hire. Also, their job leads often involve positions directly related to professional interests. You'd be surprised how interested faculty are in helping students find preprofessional employment.

Libraries

Each of the university's six campus libraries hires student employees for both the school year and the summer. You should apply at each individual library office. Summer jobs go first to those regular employees who want them.

Student Union

The Union has about 100 students' positions for people with and without office skills. The Union is open about fifteen hours a day, seven days a week, so union jobs could fit almost any schedule. For more information and applications, go to the Union's administrative offices, Room 1105, or call 454-2807.

Work Study

College Work-Study is a federal program designed to help needy full-time students find part-time employment. Students work in offices on-campus for a maximum of 15 hours a week during the school year and 40 hours a week during the summer.

Pay for work-study is usually equal to or just a little above the minimum wage. There is an effort to match a student's skills or interest with a particular office.

To apply for work-study check with the Financial Aid Office, 2130 North Administration Building, 454-3406.

FREE UNIVERSITY

Part of the HELP Center (454-4357)

A series of free non-credit courses is offered through the HELP Center, course offerings range from auto mechanics to guitar to philosophy to Yiddish. For more information on specific course offerings or to volunteer your own services as a teacher call the HELP center.



GREEK LIFE OFFICE

1211G, Student Union (454-2736)

The Office of Greek Life coordinates the integration of the social fraternities and sororities with the rest of the campus community. It works with the officers and members of these groups to advise and assist them in getting the most out of the "Greek" experience. "Greek Life" refers to the Greek letter societies that make up the fraternity and sorority system at Maryland. If you have any questions about social fraternities and sororities, just stop in.

GREEK HOUSING

Fraternity and Sorority houses provide living spaces for 1,500 University of Maryland students. Living in a "Greek House" provides a small group living experience for anywhere from 10 to 50 students. It is a chance for you to learn how to manage all aspects of a home from overseeing the physical facilities to operating a kitchen. Most of the houses have a resident house director who assists students. Although most students living in the houses are members of the Greek community, there are often spaces available for non-members. If you're interested, contact the Office of Greek Life.

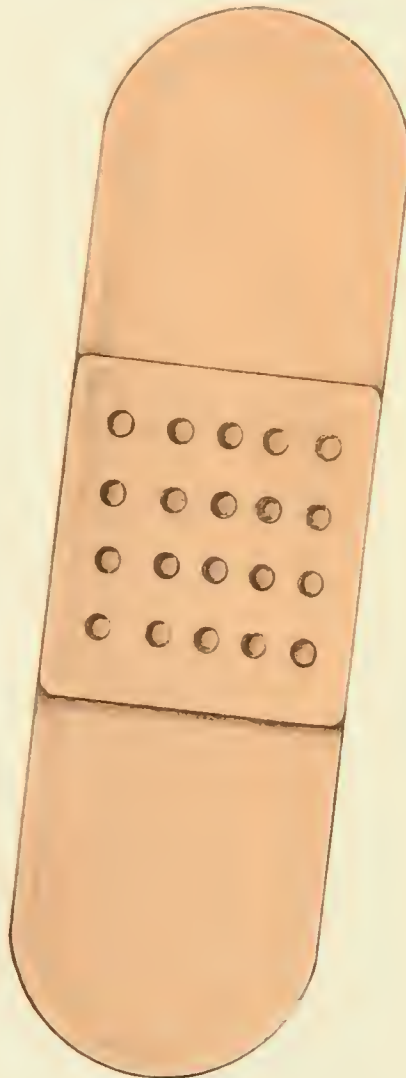
HEALTH CENTER

Campus Drive, across from the Student Union (454-3444)

Health care at the Health Center is available to all full time graduate and undergraduate students. Students can be seen by a physician, nurse practitioner, or nurse on a walk-in basis during the daytime and early evening.

The walk-in clinic is best utilized by students who have an illness or injury which needs prompt attention in order for the student to remain in or return to classes. Problems that have existed for long periods of time (one or more weeks) or are more complicated in nature can best be treated by asking for a specific appointment, rather than being seen on walk-in.

Services available at the Health Center include emergency care (24 hours a day), x-ray, lab tests, allergy injections, paps, pelvics, and pregnancy tests, mental health counseling, orthopedic and dermatology consults, and health education.



The health fee covers many of the basic services, but there is a charge for some services. Charges which are made will go on your bill; cash will not be accepted.

The Health Center is open 8:30 a.m.-5:00 p.m., Monday-Friday, for regular health care. High priority care can be obtained from 5:00 p.m. to 9:00 p.m. and weekends. Emergencies are treated 24 hours a day.

Phones:

Emergencies and Information, 454-3444

Appointments, 454-4923

Women's Health Care, 454-4921

Mental Health, 454-4925

Health Education, 454-4922

HELP CENTER

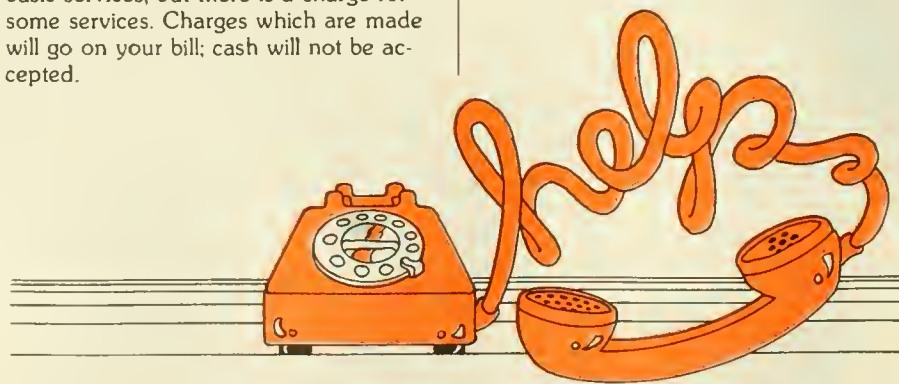
Cambridge "D" Lobby, Ext. 4357.

Open 24 hours a day, 7 days a week.

The HELP CENTER is always there. CENTER volunteers understand; they listen; they care. If you are in need of professional assistance, they can refer you to the best in the community. Or perhaps you feel lonely or want to rap about something important—just call in and someone will be there to talk with you.

So that they can best transform their concern into action, they have all undergone extensive training. They are called upon every day to deal with problems ranging from overdose of drugs, requests for abortion information, homosexuality and suicide threats, to those involving loneliness, academic and personal frustration, and family or friends.

Volunteers cannot give any easy answers, but they can try to help by listening and by assisting you in coping with your particular problem. Furthermore, you may want to contact a professional specialist, and in that case they will refer you to a counselor, doctor, lawyer, or someone else in the community who has the expertise to deal properly with your concern.



HONORARIES

Office of Campus Programs, 1211
Student Union (454-3458)

ALPHA DELTA SIGMA

National Professional Advertising
fraternity

ALPHA LAMBDA DELTA

Recognizing *freshmen women* with a
3.5 average (Men's freshmen
honorary 3.5 is *Phi Eta Sigma*)

ALPHA PHI OMEGA

National Service fraternity

ALPHA KAPPA DELTA

Honorary society for undergraduate,
graduates

ALPHA ZETA

Agricultural Honorary

BETA ALPHA PSI

National Accounting Honorary

BETA GAMMA SIGMA

Business Honorary Society

DELTA SIGMA PHI

National Business & Commerce
Professional Fraternity

CHI EPSILON

Civil Engineering Honorary

DIADEM

Junior Women's Honor Society

DOBRO SOLVO

National Slavic Honor Society

ETA BETA RHO

National Hebrew Honor Society

ETA KAPPA NU

Electrical Engineering
Society—Honorary

GAMMA SIGMA SIGMA

Service to campus, community

GAMMA THETA UPSILON

International Fraternity

IOTA LAMBDA SIGMA

National Industrial Education
Honorary

KAPPA ALPHA MU

Photojournalism Honorary

KAPPA DELTA PI

Education Honor Society

KAPPA KAPPA PSI

National Band Honorary Society

KAPPA TAU ALPHA

Scholastic Honorary Fraternity in
Journalism

KAPPA PSI

Pharmaceutical fraternity

MORTAR BOARD

National Senior Honor Society for
women (based on service, leader-
ship, scholarship)

OMEGA CHI EPSILON

Chemical Engineering Honors
Society

OMICRON DELTA KAPPA

Honorary recognizing men with high
standards in collegiate activities

OMICRON NU

Home Economics Honorary

PHI ALPHA EPSILON

Physical Education, Health and
Recreation Honorary

PHI ALPHA THETA

History Honorary

PHI BETA KAPPA

Scholastic Honorary Society

PHI KAPPA PHI

Scholastic Recognition of out-
standing individuals in every dept. of
the University

PHI ETA SIGMA

Freshmen Honorary (provide
tutoring service)

PHI MU ALPHA SINFONIA

National Musician's Honorary

PHI SIGMA PHI

National Scholastic Honorary for
Transportation major in College of
Business and Mgt.

PHI SIGMA SOCIETY

Promotion of research in Biological
Science

PI SIGMA ALPHA

National Political Science Honorary

PI ALPHA XI

Honor Society in Horticulture and
Ornamental Horticulture

PI DELTA EPSILON

Mass Communications Honorary

PI MU EPSILON

Math Honorary

PI TAU SIGMA

Math Engineering Honor Society

PSI CHI

Psychology Honorary

SIGMA ALPHA IOTA

Music Honorary

SIGMA ALPHA OMICRON

Microbiology Honorary

SIGMA DELTA CHI

Journalism Honorary

SIGMA DELTA PI

Spanish and Latin American

SIGMA TAU EPSILON

Women's Recreation Assoc.
Honorary

SIGMA PI SIGMA

Physics Honorary

SIGMA GAMMA TAU

Aerospace Engineering Honorary

TAU BETA PI

National Engineering Society

TAU BETA SIGMA

Service to Univ. Bands

TAU KAPPA ALPHA

National Forensic Honorary (art or
study of argumentative discourse)

TAU MU EPSILON

Public Relations Honorary

HUMAN RELATIONS OFFICE

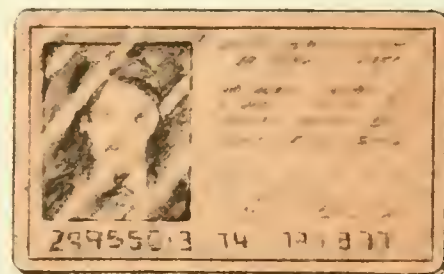
Room 1112, Main Administration
Building (454-4124)

The Human Relations Office is responsible for assuring compliance with campus, state, and federal affirmative action directives designed to provide equal education and employment opportunity on the College Park Campus for students and employees. The staff is assisted by a network of affirmative action personnel including Assistant Provosts in the five academic divisions and Equal Education and Employment Opportunity officers in each unit. Any student or employee having a concern about possible inequities in educational or employment matters or who wishes to register a formal complaint, may contact the EEO officer of the respective unit/department, the Assistant Provost, or the Human Relations Office.

IDENTIFICATION SYSTEMS

Registrations Office
1130 North Administration Building
(454-2734)

Transaction Cards—All students
registered will receive new transaction
cards. These cards are confirmation of



current registration with the university, are used as a recording device in the libraries and admit full-time undergraduates to most athletic, social and cultural events on campus. Cards for pre-registered students will be distributed in Ritchie Coliseum during the week of registration according to the alphabetic registration schedule. Students must present their University Photo ID Card or some other proof of identity to receive their Transaction Card. Students who register in the Armory will be issued a temporary form of the transaction card which allows those privileges mentioned above and will be replaced by the permanent card approximately two weeks after registration.

Any student with an outstanding debt to the university (this means parking tickets, etc.) will be required to present evidence of payment of that debt prior to issuance of the transaction card.

All students must carry this card. It must be presented when making payments to student accounts as well as other events mentioned above.

PHOTO ID CARDS—Students who currently possess university photo identification cards should continue to use them. New and readmitted students will be issued cards in the Armory during the registration period. The photo card is not validated and serves only as physical identification.

Replacement of a lost University of Maryland I.D. can be obtained for \$3.00.

INFORMATION

Campus Information Center,
Student Union (454-2801)
Dial an Event (454-4321)
Campus Directory (454-3311)

INTERNATIONAL EDUCATION SERVICES

2130 North Administration Building
(454-3043)

This Office provides a variety of services to students and faculty concerned with international education exchange. There is a small library of information on study, work and travel abroad. The office sponsors international-intercultural communications groups and co-sponsors programs with the International Student Council. In addition to advising on the academic admission of foreign applicants and reviewing their English proficiency, financial and visa-status, this office assists admitted students in their transition to this campus. It coordinates the Host Family Program, assists those students who have not established a permanent address in this area in finding suitable housing and conducts a special Foreign Student Orientation Program. It also administers a small emergency loan fund.

The staff assists non-U.S. citizens in maintaining lawful immigration status and counsels them with reference to personal problems making referrals to appropriate academic or student affairs offices as necessary.

JUDICIARY OFFICE

The office helps in the resolution of conflicts that might occur between students, between organizations and between individuals and university



regulations. The office has primary responsibility for administering campus judiciary programs. The staff trains, directs and advises the efforts of students, faculty and staff in disciplinary concerns so as to meet the unique personal needs and legal rights of the student involved, as well as responding to the requirements of the community. Specifically, its main functions are: (1) interviewing and counseling students involved in disciplinary situations; (2) processing reports and correspondence which deal with disciplinary matters; (3) scheduling, coordinating and supervising activities of the various judicial boards; (4) reviewing and/or approving the recommendations of these boards; (5) maintaining a central file of student disciplinary records.

In addition, the Judiciary Office advises and assists different offices of the university in various legal and administrative matters, particularly those related to student affairs. The office staff acts in a liaison capacity with the State court system and various law enforcement and medical authorities as required.

Cases may be disposed of by administrative courts, termed **JUDICIAL BOARDS**, or by office staff. Although most cases are handled by the staff in accordance with the accused student's wishes, students may have a judicial board hearing if they choose. The judicial boards are comprised of selected outstanding students who are employed by the university to hear cases and recommend sanctions. One board, the Central Student Judicial Board, serves two functions—it is both the highest student board involved in disciplinary matters and the judicial branch of the Student Government Association.

LEGAL AID

1119 Student Union (454-4959)

The Campus Rights Committee provides legal information and referrals for most legal problems. They are particularly helpful with legal or disciplinary problems involving the university.

LIBRARIES

There are five libraries on-campus, and they all provide excellent places to "book-it" during your free time. Regardless of your major, you're free to use any or all of them, and you may find the small ones better for studying than the large ones.



UNDECIDED

ABOUT A COLLEGE, DIVISION AND/OR MAJOR AND WANT TO BE ADVISED BY THE GENERAL UNDERGRADUATE ADVISEMENT OFFICE

1. Students who wish to change from their current college or division to undecided should obtain a Change of College form and an unofficial copy of their permanent record from the Registrations Office Counter, 1st floor lobby, North Administration Building.
2. The permanent record and Change of College form should be taken to the General Undergraduate Advise ment Office, Room 3153, Undergraduate Library (X2733, X3040).
3. The undecided student will be officially registered in the Office of the Dean for Undergraduate Studies and receive his advisement from the General Undergraduate Advise ment Office. These offices and the student's former college will assume responsibility for the appropriate transfer of complete records.

MOTOR VEHICLES REGISTRATION

Who?

All students who operate a motor vehicle on-campus at any time must register that motor vehicle with the Motor Vehicle Administration Office on campus. PLEASE NOTE—freshmen and sophomore students who reside on-campus may not operate or register a vehicle on-campus without special permission. STICKERS ASSIGNED IN FALL 1975 ARE VALID UNTIL AUGUST 1976.

During Registration

1. Bring current state registration card for each vehicle to be registered.
2. Enter the Armory through the outside northwest door.
3. Pick up and complete University of Maryland application for Motor Vehicle Parking Permit form and receive bumper decals. A registra-

tion fee of \$12.00 for the first vehicle and \$3.00 for each additional vehicle will be included on student bills during Armory Registration. When vehicles are registered any other time or place, cash payment is required.

Monday through Friday

After Registration

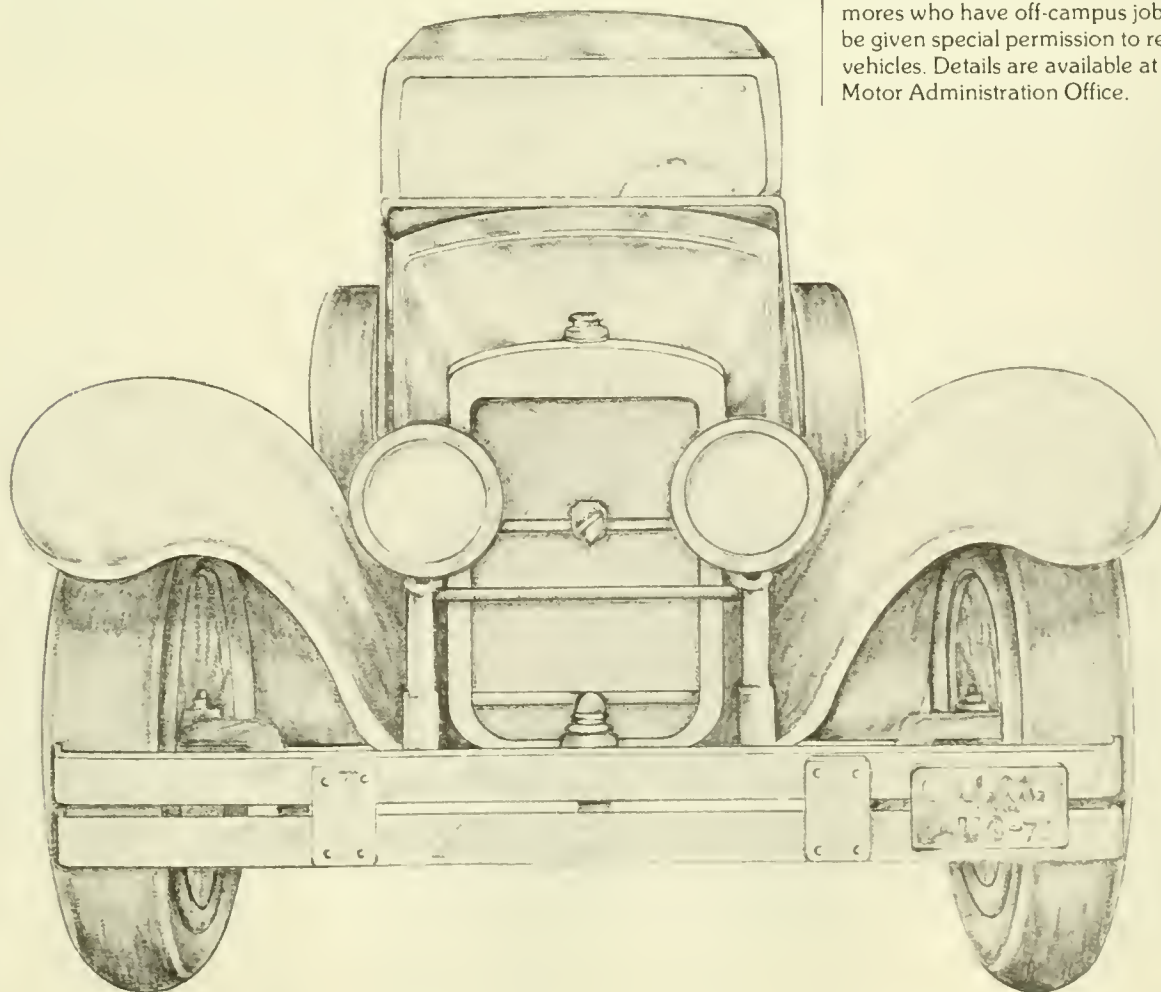
Motor Vehicle Administration Building South Wing

9:00 a.m. to 3:30 p.m.

Monday through Friday

1. Bring current state registration card for each vehicle to be registered.
2. Pick up and complete University of Maryland application for Motor Vehicle Parking Permit form and receive bumper decals. The registration vehicle must be paid at the time of registration.

Questions regarding Motor Vehicle Registration should be referred to the Motor Vehicle Administration Office, 454-4242 or 454-4343. Special parking permits are available for handicapped students. Resident freshmen and sophomores who have off-campus jobs may be given special permission to register vehicles. Details are available at the Motor Administration Office.



PARKING HINTS

To most commuters, a car is essential. To most cars a parking space is imperative. To most parking spaces on-campus, more than one car is assigned. To most perceptive people, the conclusion is that there is parking problem at the University of Maryland!

Student lots are particularly victimized by overcrowding. The first week of classes brings with it the worst congestion of the year. During that time, try to get to campus at least an hour before your classes begin. It may take you that long to find a parking spot. After that time, locating an empty space becomes easier. Remember, today you may get the shaft; tomorrow you may get the space. If today is the day you don't get the space, "overflow parking" is permitted in Parking Lot 4.

Parking regulations are strictly enforced. It would be wise to familiarize yourself with them. If you get a parking ticket, you have two options: pay it or appeal it promptly. If the ticket is for overtime in a metered parking space, there is no appeal.

PARKING TICKETS

If you insist on parking in areas other than your assigned parking space, sooner or later you're bound to get ticketed. Many students make the mistake of throwing the tickets away and forgetting them, but parking fines, like all bills incurred at the university, come back to haunt you.

All parking tickets, when not paid, are added to your bill. Generally, these tickets—plus late charges, are added to your semester bill which must be paid before you register or before transcripts will be sent. Before you graduate, a thorough check is made of your records and any violations that didn't show up on your semester bills, will be caught then. Just remember, you may forget the tickets, but the computer won't.

If you're smart, you'll avoid the added late fine and possibly the ticket itself by either appealing the violation if you believe you've got a valid excuse, or by paying the ticket promptly if you're guilty and you know it.

To pay a ticket, simply take or send the citation along with a check or money order payable to the University of Maryland to the Motor Vehicle Office.

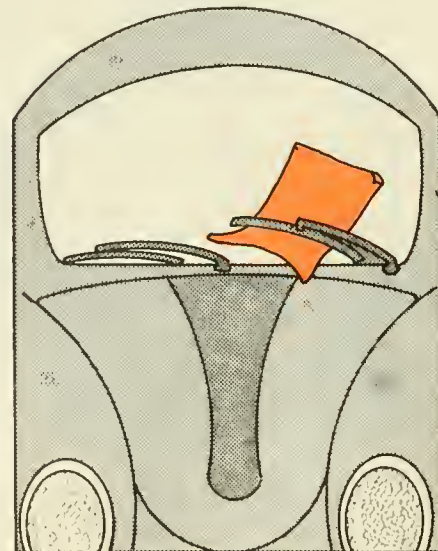
TO APPEAL A TRAFFIC TICKET

If you feel you received a traffic ticket for an improper reason or it was due to an extenuating circumstance, you may follow these guidelines:

1. Within 10 calendar days after issuance of a violation go to the second floor of the North Administration Building. In the hallway you will find the traffic appeals table.
2. Fill out the forms here and attach your ticket to the back of the form. You are entitled to appeal your case in person. If you choose to do so, select a time from those given at the table. At that time appear at Room 2109. Cases are heard on a first come, first served basis at that time.

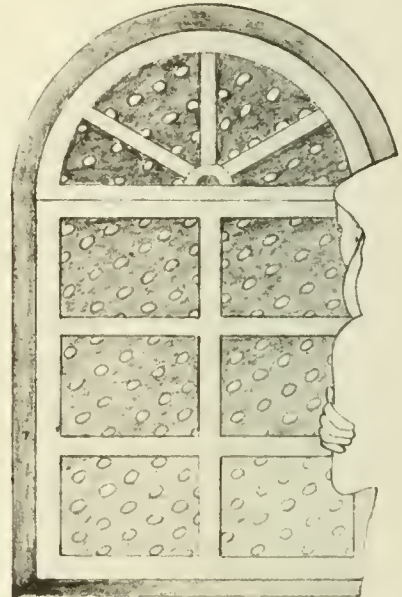
Important: Tickets cannot be appealed after 10 days without the consent of the Department of Motor Vehicles.

The Traffic Board is made up of students, like yourself, and they understand the kinds of situations that get many people tickets. About 5% of all parking tickets were appealed last year with 70% of those being voided or reduced. If you believe you have a good reason for parking where you did when ticketed, you should appeal. At worst, the Board can only turn you down. They can't increase your fine.



SNOW DAYS—TO GO OR NOT TO GO. . .

At times, when the white stuff dumps during the day, the university will close early. Notification is made over the radio for those who not yet ventured out and in class for those who should hit the road before it gets worse.



On the other hand, when it snows at night, students are completely at the mercy of the media. The university works hard to notify stations, and the stations work equally hard to integrate the university in among its postponements and cancellations. Sometimes lack of communication or misjudgments cause no information to get out to students. In the case of snow or other severe weather, it is critical that students take responsibility for themselves. They should make their own determination as to whether or not the weather poses a threat to them. If they decide that it does, they should stay put! Professors are understanding people and a call to them may help commuters avoid unnecessary risks. Usually there is no penalty for non-attendance in classes. Commuters are well advised to make friends with a fellow classmate who is a resident student. Residents are not as easily affected by severe weather and can help you by sharing notes when you can't make it to class.

HOW TO REMEMBER



Psychologists do not fully understand just how memory works. It has been experimentally proved that tiny physical traces of what we have experienced remain with us: electrical stimulation of certain areas of the brain will reproduce in our consciousness, as vividly as if they had just happened, the sounds, sights and smells of events we have not thought of in years and of which, until thus stimulated, we have had no conscious memory. So, apparently we never actually lose what we have once experienced: it's still there, physically, encoded in our brain cortex. The problem is to get

at it, as every suffering student knows. A good deal is known about the learning process, however, and it has been proved that certain techniques of learning help retention and recall. The human mind is comparable to a data bank, and certain methods of input help us consciously produce what we need when we need it. The actual process of calling back to consciousness what we once consciously knew is a mystery. There is no button to push, no electric prod to apply to the skull. But here are some proven methods of facilitating memory.

1. Above all, *understand* what you are called on to remember. Set up a frame within which to organize the details and *their relationship* to each other. If the whole makes sense, the parts are easier to recall.

The medical student forced to remember the names of every nerve in the human body will remember more easily if he knows the function of each nerve and how it interacts with the others.

The history student will better remember the necessary names, dates and other details if he has a thorough understanding of purposes, trends, philosophies, the broad sweep of events.

The language student will better remember the inflections of a language—the individual prefixes and suffixes which signal number, tense, etc.—if he has a grasp of basic structure.

In other words, remember *in a context* of principles, theories and important generalizations. Before you try to fix details in your mind, know the structure and main emphasis of what you are studying. The SQ3R* method of study, with its emphasis on surveying, questioning, and reading for main ideas, is a valuable aid.

2. The more thoroughly and the deeper you go into a subject, the better you will remember it. Apparently, broadening knowledge increases the number of associative links between one aspect and another and makes the whole structure stronger. This is one virtue of extra reading—doing extra problems—seeking out other points of view—tracking down ramifications.
3. Get yourself beyond the recognition stage, to the *recall* stage, the *first time* you encounter something you know you will have to remember. A certain amount of forgetting is inevitable anyway, but this method retards forgetting and makes recall easier.

The SQ3R* method of study puts heavy emphasis on the “recite” stage for this very reason. Deliberately closing the book, and going through the *conscious effort* of recalling the main points of what you have just read, *while it is still fresh in your mind*, seems to open the recall channel, so to speak, at a time when it is the easiest to open. The material seems closer to the surface, more easily accessible to review, if the deliberate attempt to recall is made immediately after first reading. This has repeatedly been proven in carefully designed experiments.

The emphasis here is on *conscious effort*: it is not enough to feel familiar with what you have just read, so that on second reading the main points and key details are easy to understand. *Close the book* and pull the points and details back to consciousness, from memory. Write them out in your own words if necessary; when you can say these things in your own words, you have made them yours.

4. In certain subjects—foreign languages, sciences, math for instance—the process known as *overlearning*, is of material help; in fact, in language study it is essential.

Overlearning is defined as “practice well beyond the point of mastery.” It is an extension of the conscious effort to recall, to the point where conscious effort is *no longer needed*. “Overlearning results when a person continues to

use a response repeatedly, with confirmation.”** How did you learn the alphabet]

Verbs, formulae, comparative anatomy, whatever it is you have to know without reaching for it—should be overlearned. The process is speeded if you use sight, sound and feeling to help you; write it down and say it aloud, let the senses reinforce each other.

A pack of file cards is often helpful. If you are studying complicated terminology for a science course, for instance, you can write the term on one side and its definition on the other. Flip through the pack front sides up and try to recall what is on the back. Then reverse the process. Then start at the middle of the pack and work forwards, or backwards. (It has been proven that in any long memorizing job, the ends are memorized first, tee middle last.)

5. The importance of associations of ideas has already been emphasized. It often helps to *deliberately build associations* with what you have to remember. Doing this is like constructing a chain which will lead you to what you want. If you have one end firmly in mind, it will lead you to the other end. Human minds vary greatly in the type of associative link to which response comes easiest, so there is no one best method, but here are a few approaches that have worked. A multisensory approach is usually best.

- a) Visualize. Some people have vivid visual memories—i.e., memories for how things *look*. If you find yourself visualizing often—that is if you remember better from charts and graphs than you do from the printed page, or if you remember how the page looked when you are trying to recall what was on it, you can make this tendency into an effective “aide-memoire.”

In a history course, for instance, make yourself a time chart. If you are the medical student memorizing all the nerves, visualize the nervous system and attach labels. If you are taking a statistics course, remember *visually* the relationships between, for instance, standard deviations, z scores, t scores, and percentile ranks, and then reason from there. In recalling verb forms or vocabulary words, make a deliberate attempt to visualize the words.

- b) Use *verbal* mnemonic devices. The world is full of examples: in spelling, for instance, the saying, “There is a rat in separate”—nonsensical as it is—has helped many people remember how to spell *separate*. Students memorizing the colors of the spectrum remember the nonsense name Roy G. Biv: red, orange, yellow, green, blue, indigo, violet. Medical students have hundreds of such devices, passed on down the generations. Make up your own.
- c) Some people with a strong sense of rhythm recall some things by first remembering the lilt or rhythmic pattern; the words come next, and are recalled because they fit the rhythmic pattern. One such person remembers phone numbers by the pattern they make: he recalls a number such as 8646265 by remembering the lilt of “EIGHT six FOUR six TWO six FIIIIIVE.”

*survey, question, read, recite, review.

**quotations from *Educational Psychology*, by Lee J. Cronbach.

HOW TO UNDERLINE EFFECTIVELY



Many students have never correctly learned how to underline a textbook. Many do underline, but the process is usually feast or famine. Some underline almost every word, others only a few words that don't really help them. Because of the large amount of reading a college student is expected to do, it is important that he learn the skill of *underlining*.

The following suggestions should be helpful to a student interested in learning to underline. For further information and practice the student is directed to *Read, Underline, Review*, David Wark and Monica Mogen, McGraw Hill Basic Skills System; N.Y., 1970. This book is available at the Reading and Study Skills Lab in the Counseling Center.

Suggestions:

1. Never underline until you have read the entire paragraph. After reading the paragraph, decide which is the main idea and what the supporting details are.
2. Select your own words to underline. It is not necessary to underline each word in the sentence. Just the core parts will be sufficient to get the full meaning.
3. Use a variety of marks. You may want to underline the main idea phrases, circle important names, etc. Once you have decided on your own system, it is important to remain consistent.
4. Write summaries in the margin using your own words. These wordings can be helpful when reviewing as they direct you immediately to the main ideas of the page.
5. *Review Markings*—After finishing your assignment and before you close your book review the markings you have made. This will so serve as a quick review and also give you a chance to take brief notes if you wish.

Caution:

Like any other skill, *underlining* is a tool, not a panacea, for getting through college. It will take concentrated practice to develop this skill, but the time you will save in the future will be worth every minute of practice.

NOT TO DECIDE IS TO DECIDE

by Janet Lynn Cornfeld
Counseling and Personnel Services

If you are Undecided about your major, others are probably telling you to hurry up and decide because all sorts of bad things will happen to you if you don't. Well, it happens that the evidence says it isn't so.

A study of freshmen entering the university in the Fall 1974 semester found that students who were Undecided about their major were not very different from students who were Decided. Decided and Undecided students were equal in (1) academic ability as measured by SAT scores, and (b) academic performance as measured by GPA (grade point average). There are some people who think that Undecided students are more likely to flunk out or drop out of school than Decided students. This isn't true either—Decided and Undecided students are not different on the basis of academic standing or rate of withdrawal from the university.

So you see, there is nothing wrong with you if you are Undecided about your major. In fact, you may be a step ahead of some of your Decided friends.

The study referred to above also found out some interesting things about Decided students. Of those freshmen who had selected a major on their Applications for Admission in 1973, 42% changed their major by the end of their freshman year. This information should be helpful to those of you who are not really sure about the major you already may have selected. As you can see, there is no penalty for being Undecided and a large number of Decided students change their majors early in their college careers. If you are one of these people, take heart and give yourself a chance to explore. After all, that's what college is all about.

MAXIMIZING YOUR PROFITS

by Dr. John Van Brunt

(Editor's note: Dr. Van Brunt is
Director of the Reading and Study
Skills Lab on the College Park Campus.)

"I read the assignments. I go to every class! Honestly, I did all the work, and . . . and still I got a "D" on the exam . . ."

"I do the reading. It just doesn't mean anything to me. I never know any of the material on the exams . . ."

"I read the text. I read it twice! But my grades don't show it."

Many of us expect to learn text material fairly easily. Once we read the assignment, we think that we should have understood it and will remember it. Unfortunately, most of the academic learning that we have to do in college requires that we do much more without time and effort than just read. The fact is, reading will probably take less than 50% of our total learning time in college. (There are several other sources of knowledge and other activities that are also important).

We learn from a variety of sources: reading, listening, observing and experiencing, to name a few. These are the input or sources of our knowledge. We demonstrate our knowledge in a variety of different ways: tests, both objective and essay, papers, oral presentations, and through demonstrations or experiments. The output systems are how we demonstrate what we know. Grades are an evaluation of our demonstrated knowledge. What happens during the input stage, output stage and between the two, relates to how effective we are at learning.

LEARNING AND FEEDBACK

Not many of us have had instruction in how to learn efficiently. We tend to believe that "Everyone knows how to learn." True, we all can learn, but do we make the best use of our learning time?

Compare the way you learn athletic skills with the way you learn from your texts! How good would John Lucas and Brad Davis have been, if, after each basket they shot, a curtain came down so that they would never know where the ball went? A ridiculous question, right? Obviously they needed to know where each shot went so that they could make corrections when needed. They needed feedback to achieve their excellence.

Now look at how you learn text material. When do you get feedback as to how well you learned what you wanted to know from your reading? Where is your feedback that tells you what corrections you need to make in your reading?

READING ONCE IS NOT ENOUGH

Many college students seem to feel that something is wrong with their reading ability, learning ability, etc. if they cannot comprehend and retain textbook information that they have read only once. Many students have heard of photographic memories that enable some people to read, or rather mentally photograph, written material so that every single page of information can be recalled days, weeks, or even years later. Unfortunately, this kind of learning or recall is not possible for most learners. There will be times when you can read a selection, article or book only once and find that you can understand most of the ideas that have been presented. This may happen with (1) relatively easy material, (2) material with which you are familiar, and (3) material in which you have a high degree of interest.

However, for most students in most courses, reading once is not enough! Reading research seems to point out at least two points that are essential to long-term comprehension of written materials that are unfamiliar to the reader. (1) the reader must do something with the ideas or concepts that he has read if he expects to retain it for long periods of time.

You would not be reading this article if you did not believe that it is necessary to read in order to understand and comprehend written material. What can you do to increase your ability to comprehend and retain written information?

SURVEY

Before you begin reading, look the chapter over by reading the chapter title and introduction. In the introduction the author should tell you what the chapter is all about, what you are expected to learn. Try to recall what you already know about the subject; try to anticipate what will be covered in the chapter.

Now skim the chapter. To skim means to look over the chapter to get the main ideas it covers. Read all of the headings, the graphs and the tables. Look at the pictures and read some of the captions under them. Look at the words that are underlined or in italics. Read the summary or concluding paragraphs. And finally read the summary of the chapter if the author provides one.

Your survey should have made you familiar with all of the major points or ideas that are contained in the chapter. In essence, you know what it is that you are “supposed” to know when you finish the survey.

QUESTION

After you have surveyed the chapter, go back to the beginning to start systematic reading and study of the material. As you read each heading or subheading, turn the heading into a question. Since each heading suggests the main or central idea for the succeeding paragraphs, your question should help you focus your attention on the most important idea of that section. Ask the “newspaper” questions—who, what, where, why, when, or how. If the subhead of your American History text is “Harper’s Ferry,” change the heading into something like “What happened at Harper’s Ferry that was important?” or “Why was Harper’s Ferry important?”

Questions should help you concentrate on the most important aspects of your assignment. Questions will help you become an active, searching reader. Active readers have a purpose for their reading. Questions help you set a purpose. Don’t worry if your questions sound “dumb”—most headings do not lend themselves to being turned into sparkling, intriguing questions.

READ

You have raised your question(s). Now read to have your question(s) answered.

As you read, you should be able to sift through all of the words to find the material that will answer your question(s). You should be able to determine the main idea of the section and, at the same time, recognize “important” details, examples or supports for the main idea. Trivia or minor details should seem much less important to you. You are learning to be an effective reader, one who selects only important material for his attention. Your question should have focused your attention on the most important idea of the section.

After you have finished reading the section, you may want to mark or write down important points. Typically, students: (1) underline key words or phrases. (2) write key terms or phrases in the margins of their texts; or (3) write notes or outlines in a separate notebook or on 3 x 5 index cards. Underlining and/or notetaking should take place after you have read the section—after you have identified the main or central ideas.

RECITE

When you have finished reading a section of your text, can you summarize or condense the important ideas of the selections? If you raised a question prior to your reading, can you answer that question after completing your reading?

Several educators suggest that perhaps as much as 40% of our learning time should be spent in testing our mastery of the material we seek to learn. Testing gives us feedback as to whether we know something as well as we want to. Consider the following example: On September 3rd I read a section in my Psychology 100 text. When will I know if I have mastered the material I just read, when will I be evaluated? For many students the answer would be “On the first hourly examination! It’s scheduled for October 10th!” In other words, I will wait five weeks before I receive my evaluation.

Why wait for weeks or even days for your instructor to evaluate your learning? Why not get immediate feedback as to how well you have learned the material? The recite stage can help you get feedback on how well you think you have mastered your reading material.

Many of our difficulties in reading and studying result from our failure to organize new knowledge. We read a chapter and we treat all words, sentences and paragraphs as if they were of equal importance. To read and study effectively, the first step requires that we learn to organize what we read and be able to recognize and remember important ideas.

Question, read, recite. This is the sequence to follow throughout your reading. As you finish the “Recite” stage of a chapter or a selected section of a chapter, make an evaluation as to whether you know the materials as well as you want to know it. If you feel you have mastered the material, go on to the next section of reading using the Question—Read—Recite sequence. If you do not feel that you have mastered the content of the selection, you have two choices: (1) go back over the material until you have mastered it to your satisfaction. (2) go on to the next section knowing that you have not yet mastered the material as well as you want to.

REVIEW

When you have completed your assignment, review the ideas you have just learned. Can you summarize the main ideas that were covered in your assignment? If you look back over the headings in the selection, can you remember the material that was presented? If there are points that you have forgotten, you should need only a few minutes to locate them in the text and review them.

Your review is just another evaluation of how well you think you have learned the material you have studied.

YOU AND LECTURE

Many students appear to believe that the reason for going to lecture is to take notes that can be studied and learned later, prior to the examination. Though notes are important to remember what went on in lecture, the primary reason for going to class ought to be learning. That is, you go to class to learn. You take notes to remind you of what you have learned! Do you listen to your instructor? Do you understand what he is talking about? Do you think about it? When you do, write it down, in as brief a form as you can.

Your notes will be of most use to you if they are reviewed within a day or two. They will remind you of what you have learned before you forget.

WHERE AND WHEN TO STUDY

Where is the best place for you to study? There probably is no one best place for you to study. Any place will work, if you want it to. The trouble is, many times we really don't want to study. We find a place to work where we know that we will be interrupted. Our room in the residence hall, or the kitchen table at home can be great places not to study. They can also be good study places. What we really need is a commitment, a desire, to study. Then we can adapt most places so that we can study, that we can study.

Should you study every night? During breaks? During vacation? That really is up to you. Typical students here at Maryland report that they study about 18 hours a week, or about one hour for every hour they are in class. If you combine the hours you spend in class with the reported average number of study hours, you'll be spending about 600 hours in class and study each semester. When do you want to put your time in?

The 600 hours of class and study time comes out to be about 40 hours a week. Ever hear of a 40-hour week?

There are 168 hours in each week. Where are your 40 hours going? Some students have realized that their 40 hour week could be spent between 8 and 5, Monday through Friday, and that they might never have to study in the evening or on weekends! This may work for some, but it is advisable for you to work out a study program that is best for you and your schedule.

Did you ever sit down to read a hundred pages of difficult reading material? It's something to look forward to, isn't it? Well, why not study at a slower, but steadier pace that gets the same work done with less grief?

Try chunk learning. When you sit down to study, set a small, realistic goal that you want to achieve in that study session, something like 5 or 10 pages, or one math problem, etc. Once you start, work till the goal is met. Note, you must study till you have finished your self-created assignment. When the goal is reached, stop, and set another goal. Short assignments are easy to do. Using the review method already discussed, you can demonstrate to yourself that you have mastered the material in question. Then you can go on, or quit—your choice. Your progress will be slow, steady, and efficient.

AFTER ALL THE LEARNING'S DONE

After you have completed your study, and unfortunately, sometimes before, you will be asked to demonstrate what you have learned. In most cases, this will mean that you will have an examination. Remember, you will be asked to demonstrate what you know. Your instructor will assume that your score on the exam accurately reflects what you know.

ON TAKING TESTS

High scorers on examinations tend to know the subject matter. They have prepared for the exam. They also know when and where the exam will be given and what it will cover. Most of the time they know the type of questions they will be asked, essay or objective; very often, they asked for and received a sample item that helps them know what will be expected on the actual exam.

OBJECTIVE EXAMS

Students who do well on objective exams tend to have studied as if they were taking an essay examination. They have studied and learned main ideas. They know all the major points they are responsible for. They can apply their knowledge in specific situations, such as the objective test items. They also: (1) know the point distribution on the test (sometimes all of the questions are not weighed evenly) (2) know whether there is a penalty for guessing, such as one right subtracted for every wrong answer, and (3) read and answer each question carefully, making sure that they don't make clerical errors that will cost them points.

Since students who study for essay exams tend to do well on objective exams other guidelines for taking objective exams should be taken from the next section, "Taking Essay Exams."

ESSAY EXAMS

Before answering any questions, you should survey the entire exam. Read each question, see how many questions are asked and how many each counts. Next to each question note the approximate time to be spent on each. Determine this from the difficulty and importance of the questions as well as how thoroughly you can answer the questions. As you're reading, jot down any ideas that occur to you.

When you begin to answer, read the directions carefully. Does the question ask you identify, list, compare, etc.? After you read the question carefully, underline key words and refer back to the question when writing to make sure you are doing what is being asked. If you wish, restate the question in your own words, but be careful not to change the important parts of the question in the process. Finally, make a brief outline before writing your answer. This will help you organize your thoughts and will keep you from straying from the important points.

When writing your answer, tell the instructor what you are going to say, in your essay in the first paragraph or two. Next, write the body of your answer and then conclude it with a summary. In the text of your essay give the main ideas. Then support those ideas with facts and examples. Draw this supportive material from lecture material and assigned reading, if you wish to use other sources, you may do so, but this material should compliment the in-class information, not replace it. If time begins to run out, outline the remainder of your answer, including the supportive information you would have included in the essay.

When you've finished writing, read your answers. Be sure that what you have written answers the question, also be on the lookout for spelling and grammar errors which might detract from the readability of your essay. Don't be disturbed by other students finishing before you do; take the time you need.

After the exam is returned, make an appointment to discuss your essay with your instructor. Find out what he was looking for in each question and why he took off points from your answer. This is very important because it will give you an indication of what the instructor will be looking for in the next exam.

GETTING OFF TO A GOOD START

by Dr. David Mills

(Editor's note: Dr. Mills is Assistant Director of the Counseling Center and a Professor of Psychology on the College Park Campus.)

Going to college is both a scary and an exciting thing. There are many myths which have built up around the college student which often seem to communicate that this is the most important time of your life, that this is a time which will change you or your personality radically, or that these will be years of intense intellectual stimulation. These myths are only true in part. Your college years are important, but they are only one of many important periods in your life. The new experiences which you have in college will change you somewhat, but you still will be basically the same person you always have been or will be. People are not greatly changed overnight. College is intellectually stimulating, but sometimes it is boring, and sometimes it is frivolous. What you get out of college and what it does to you can be pretty much up to you. The university is not a machine which will grind you up, remold you and spit you out in four or five years a different person.

YOU ARE ONLY A NUMBER IF YOU WANT TO BE

The University of Maryland appears to be an enormous place. By itself it is a small city, with its own rules, its own staff, and its own mystique. There will be a place in it for you if you are willing to find it. Whether a school has 3,500 students or 35,000, you can only have so many friends and do only so many things. As a freshman, shop around a little. There will be many people here with whom you can develop deep and meaningful friendships. It may take awhile to find them, but they are there. Don't let your friends, however, be dictated only by artificial things like just living in the same dorm or taking the same classes. Some such people may be "right" for you, but don't let your acquaintances be dictated only by where you live or the courses you take.

Look around in the Union, at social or athletic events, or just walking across the mall. One of the good things about a big campus like Maryland—if you have particular interests, that not only are there bound to be other people with similar interests, but also that they may be organized into some kind of group. Keep your ears open and read the *Diamondback*. There are others like you, and you can find them if you try.

CUTTING THE APRON STRINGS

Especially if you are the oldest child in your family, your being here may pose a period of adjustment for both you and your parents. They are no more used to your being here than you are. There is no typical parental reaction. Their behavior may range from leaving you completely alone (and that is rarely rejection; they want you to learn to be on your own) to being too concerned with how much sleep you get, how well your studying is going, whom you are dating, etc., etc.

Underlying both these reactions, however, is typically a need to be informed as to how you are doing. They most often just want to know that things are alright rather than all the details of your everyday life. This is a period of your life when you are learning to be independent. Complaints that parents are interfering may

mean that you and your parents disagree on how independent you really are. This is negotiable if you maintain contact with them. Being independent is much more solid if it is worked out with your parents, painful though that may be sometimes, than it is if you completely reject them before you have your own unique patterns set. So, keep in touch with them, negotiate with them where you are or want to be, and eventually they will give up more and more control.

BEING ALONE IS NOT LONELINESS

Don't be afraid to be by yourself. That is not a basic flaw or a defect in your personality. Everyone needs time to put things together and to snap back from the hectic herd. You shouldn't feel embarrassed if sometimes you don't want them to run with the crowd. People will learn to respect you both for what you are as an individual as well as for what your social behavior is. You'll need both.

Being alone when you don't want to be, however, may be a problem and may take some assertive action on your part. It may be tough, but there are many other people who are scared to make the first move. (Even if they seem as though they have no cares in the world, you probably look the same way to them!)

Don't be turned off by external characteristics. Sometimes your deepest and most challenging friends are people with very different backgrounds or outlooks from yours. You can be friends and can understand them but you don't have to abandon your own points of view. That is really what is exciting about new friends in college.

DEALING WITH PRESSURE

You will be under some pressure on-campus and that is the way it ought to be. Pressure, like anxiety and many other tensions in life, is a problem only if you get too much (or too little) of it. If the pressure comes from academic areas or your course work, don't be afraid to ask for help. Often, friends or persons in your dorm can be a big help, especially if they are upper classmen. They undoubtedly have felt the same pressures.

If you feel that part of your pressure comes from difficulty in note taking, taking tests, reading inefficiently, or not knowing the best way to study, you might want to check with Reading and Study Skills Lab (X2931) in Shoemaker Building. They are there to help you.

If the pressures come from interpersonal relationships or your feelings and emotions, try to deal with it directly, and don't be afraid to ask for advice or assistance. Friends, your RA (if you are in the dorms) or the Counseling Center (in the Shoemaker Building, or call X2931) are all available. Sometimes, if you just want to talk with someone in person or over the phone, you might want to try the Help Center (in Cambridge Hall or call xHelp). Help Center volunteers are there 24 hours a day and are highly trained. Most of them are undergraduates like you are, and like the people in Reading and Study Skills Lab and the Counseling Center, they will keep anything you talk about

strictly confidential. There is help available, and you shouldn't feel embarrassed to ask for it. About 5,000 students a year use these three services.

GETTING ALONG WITH ROOMMATES

Your roommate, if you have one, is a very important person in your life. Most roommate assignments, however, are not perfect, and it takes work on both your parts to make things work. The two key things to remember are the importance of communication and tolerance for the other person.

Don't wait until you have problems (if you have problems) to learn to talk honestly with each other. It is probably better from the very beginning to talk honestly and to try to anticipate how the two of you will handle any future problems. Agreeing that "if I do something which upsets you, please tell me and we will try to work it out" will give each of you permission to approach the other with your concerns. But, once you have said it, don't forget it.

No two people are alike, and that is where tolerance of the other person's differences becomes important. Try to work out your differences by compromise, and don't expect the other person to change completely just to suit your needs.

If you have really tried and things haven't worked out, just remember that roommate assignment is not a life sentence, you can ask to have your room assignment changed. But don't do this too quickly. Part of your college experience is the learning how to resolve differences. Give yourself at least a semester and, then if you have given it a good try, don't be uncomfortable in asking for a different assignment. Remember, however, that many upper classmen look back at unsuccessful roommate assignments and feel that if they had worked a little harder it would have been better.

FACING CHANGING VALUES

Many freshmen are confronted with persons who have very different values with regard to life styles, religion, drugs, sex, etc. This makes the college years rich ones.

However, it is important for you to spend time figuring out who you are with regard to these important areas. Don't be seduced by social pressure into doing things which are greatly different from your values in order to be accepted. That kind of acceptance is often pretty shallow and doesn't last long. Play it slow, and try to find out what is right for you. You will, in the long run, be more respected for knowing what is important to you rather than running with every whim of the group or with every fad.

If you do try something and find that it is upsetting, it doesn't feel right or does not seem comfortable, discard it. That takes courage, more courage than continuing to do something you don't want to do but feel others expect you to do.

You will change over the next few years, but the changes will not be major and the ones which stick are usually the ones you have thought about and which you have moved into slowly.

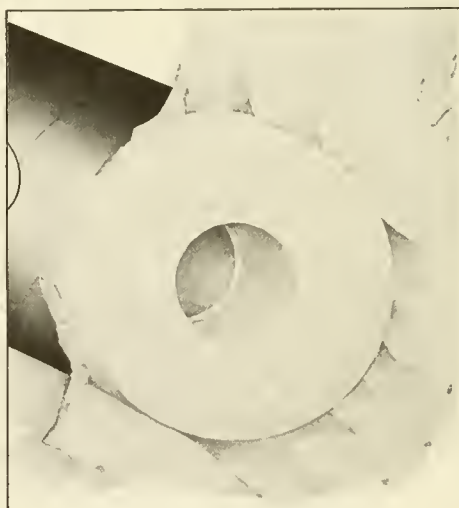
GLOSSARY OF TERMS AND ABBREVIATIONS

A.D. Area Director of several residence halls	the hall a drinking spot on Route 1	the Pub a new drinking place on campus
AFROTC Air Force Reserve Officer Training Corps	the hill the area in the center of the campus; either the residence halls	R.A. resident assistant in a dormitory
A&H The Arts and Humanities Division of the University	hourly an examination	R.D. resident director of dormitory
ARD Assistant Resident Director of a dormitory	IFC the Intrafraternity Council which coordinates men's social fraternity activity	R.H.A. the residence halls association
BPA Business and Public Administration	independent someone who is not a member of a fraternity or sorority	the row the fourteen Greek houses in horseshoe facing Route 1
BSU Black Student Union	jud board one of several groups of students involved in the judicial process of the university	rush a period of time (usually at the beginning of each semester) when fraternities and sororities recruit new members
Complexes High rise dorms by University Blvd.	Macke room areas in buildings where vending machines have been installed	SGA the Student Government Association
Cram To put maximum effort into studying	The Mall the area between the library and the Administration Buildings that is a gathering place for students on nice days	stacks cubicles and shelves of books in the library
"cume" (rhymes with room) Cumulative grade point average	the mods a recently constructed set of apartment-like dorms across Route 1	SU The Student Union Building
Cut To skip class	mixer a gathering of students usually sponsored by an organization and centering around some beer	SUB the Student Union Board; a group of students who help set up activities within the Student Union
Dairy Ice cream place run by the University on Route 1	NGR No grade reported	T.A. teaching assistant; a grad student with teaching responsibilities
DBK The <i>Diamondback</i> , a daily campus newspaper	Nyumburu freedom house (swahili), the black cultural center	4 T's an underground scandal sheet circulated around the Greek community
dormer one who lives in a dormitory	OCH The Office of Off-Campus Housing	terps the nickname of the athletic teams
dessert mixer held by fraternities and sororities	PACE People Active in Community Effort—a student organization that coordinates community involvement	Testudo the school mascot whose statue is in front of the library
drop/add to make adjustment in your class schedule	Pan Hel the Panhellenic Council, which coordinates the activities of the sororities	UCA University Commuters Association
frosh a freshman	pledge (n) a person in the process of receiving training before becoming installed as an active member in a fraternity or sorority (v) to join a fraternity or sorority	UGL Undergraduate Library
G.A. a graduate assistant		UMBC University of Maryland Baltimore County
G.P.A. grade point average		UMCP University of Maryland College Park
graham cracker a block of Greek houses between College Ave. and Knox Rd.		UMES University of Maryland Eastern Shore
Greek a member of a social fraternity or sorority		UMporium bookstore in the Student Union
the gulch the area surrounding the temporary buildings near lot No. 3		UPB University Program Board

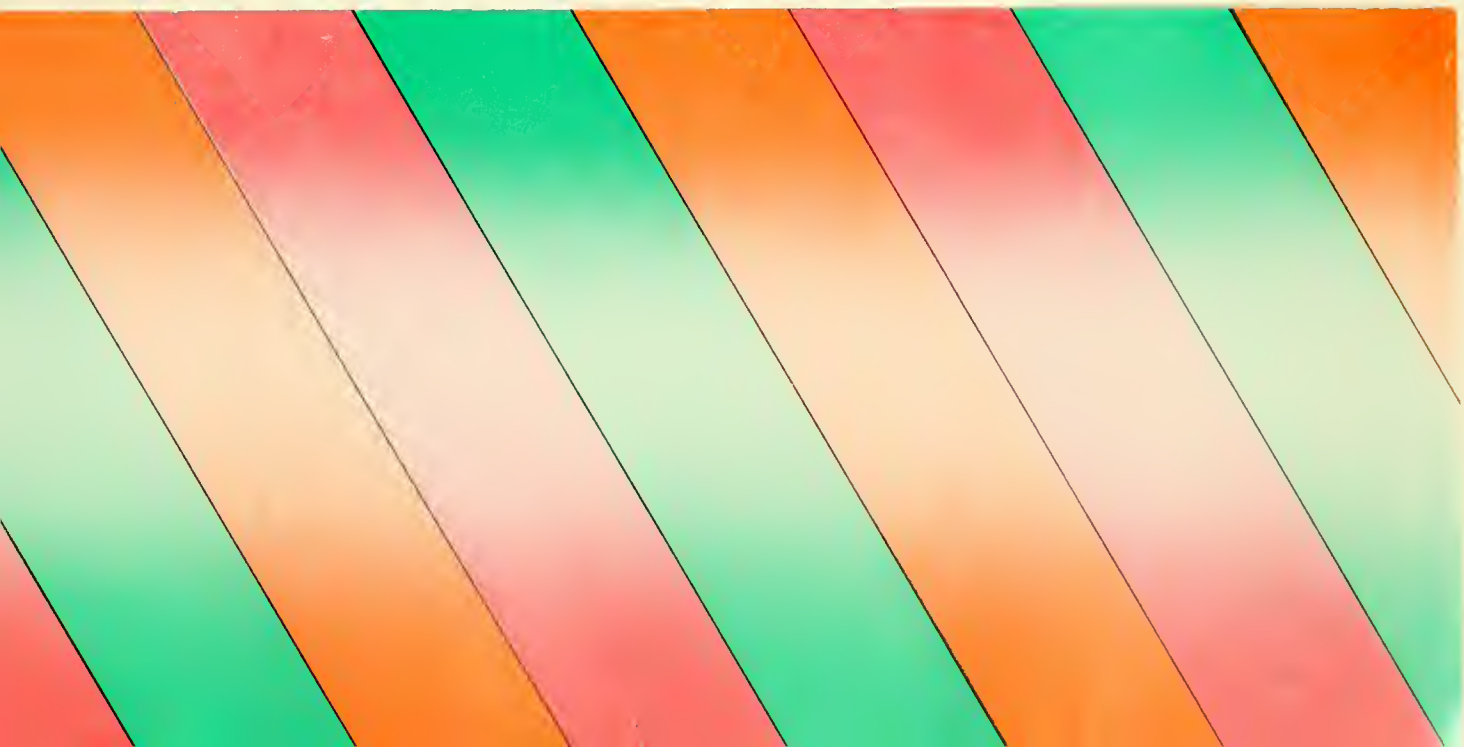
INDEX

- Abortion Alternatives/26
 Academic Advisement/5, 26
 Academic Advisors/3
 Academic Changes/39
 Academic Organization at
 College Park/21
 Add a Course/39
 Address, How To Change/40
 Alcoholic Beverage Policy/26
 Alpha Phi Omega
 (Used Book Store)/5
 Architecture Library/15
 Attendance Policy/26
 Art Galleries/34
 Audiovisual Equipment/5
 Automobile Registration/41
 Bachelor of General Studies/30
 Basketball/36
 Bike Paths/36
 Bills/26
 Black Explosion/4
 Black Honors Caucus/26
 Blood Drive/34
 Books and Supplies/5
 Buses/18
 Campus Mail/17
 Campus Police/17
 Campus Rights Committee/28
 Campus-Wide Programs/34
 Cancel Preregistration/39
 Cancel Registration/39
 Career Development Center/5, 10
 Career Information/26
 Carpools/6, 26, 30
 Cash Lines/8
 Catalog, Undergraduate/4
 Central Administration/2
 Change Division, College, Major/40, 41
 Chapel/18
 Check Cashing/6, 26
 Chemistry Library/15
 Classmates/3
 Class Standing/26
 Clubs and Organizations/35
 Co-ed Dorms/9
 College Park Campus Administration/2
 Community Services Program/6
 Commuter Affairs/6, 10
 Complexes/9
 Concerts/34
 Consumer Protection/33
 Contraception Information/26
 Co-op Work-Education/5, 30
 Counseling/26
 Counseling Center/7
 Course Offerings/26
 Courses at Other Campuses/30
 Credit By Exam/30
 Crisis Centers/33
 Dairy/8
 Dance Marathon/34
 Deans/2
 Demonstrations Policy/26
 Dial-an-Event/28
 Diamondback/4
 Dining Services/8, 11
 Disciplinary Actions/27
 Division, College, Major, Changing/40
 Dormitory Living/3, 9
 Draft/20
 Dropping a Course/39
 Drug Counseling/27
 Drug Offenders Rights Committee/28
 Duplicating Services/10, 19, 27
 Emergency Campus Phones/25
 Emergency Community Phones/25
 Employment/10, 11, 27, 33
 Employment, Temporary/10
 Engineering and Physical Sciences
 Library/15
 Entertainment and Enrichment/34
 Equal Opportunity Information/27
 Exam Regulations/27
 Exams, Studying For/49
 Exercise/36
 Financial Aid/4, 10, 27, 33
 Food/8, 27, 33
 Fraternities/27, 37
 Fraternity and Sorority Booklets/4
 Free Clinics/33
 Free University/11
 General University Policy/27
 General University Regulations/27
 General University Requirements/28
 Getting Off to a Good Start/50
 Glossary of Terms/52
 Golf Course/36
 Grading System/28
 Graduation Requirements/28
 Greek
 Housing/12
 Life Week/12
 Week/34
 Gymnastics/36
 Handball/36
 Health Center/12
 Health Insurance/28
 HELP Center/11, 12
 Hill Dormitories/9
 Hillel House/8
 Homecoming/35
 Honoraries/13
 Honors and Awards/28
 Hotline/25
 Housing/28
 Greek/12
 Off-Campus/16
 How To Remember/43
 Human Relations Office/13
 Identification
 Cards/28
 Systems/13
 Information
 Center/19
 Phone/14, 28
 Instant Info/26
 Intensive Educational Development/16
 International Education Services/14
 Internship-Field Experience/30
 Internship/Volunteer Office/6
 Intramural
 Information/28
 Men/37
 Women/37
 Introduction/1
 Judiciary Office/14
 Late Registration/39
 Laundry Facilities/28
 Learning and Feedback/47
 Legal Aid/14, 28, 33
 Leonardtown Mods/9
 Libraries/14, 15, 33
 Liquor License/28
 Lost and Found/15
 Maximizing Your Profits/47
 McKeldin Library/15
 Metro Bus/30
 Minority Student Education/16
 Motor Vehicles Registration/41
 Movies/37
 Non-print Media/28
 Notary Public/19
 Nyumburu Community Center/16
 Off-Campus Housing/16
 Orientation
 Leaders/3
 Office/17
 PACE/37
 Parents/3

- Parking
 - Permits/41
 - Tickets/28, 42
- People You Should Know/2
- Phone Information/20, 25
- Photographic Services/10, 17
- Physics Duplicating Services/10
- Police, Campus/17
- Post Office/17, 29, 33
- Pregnancy Tests/29
- Pressure, Dealing With/51
- Program Assistance/29
- Provosts/2
- Publications/4
- Public Safety, Campus Police/17
- Radio Station WMUC/22
- Reading and Study Skills Lab/8, 18
- Reading
 - Improvement/29
 - Skills/47-48
- Readmission/29
- Recreational Facilities/20
- Reinstatement/29
- Religious Services/18
- Residence Halls/3, 4, 9
- Resident Assistant/3
- Resident Director/3
- Resident Life Office/10, 19
- Resumes/29
- Roommates/3, 51
- Room Reservations/19, 29
- Schedule of Classes/4
- Secretaries/3
- Selective Service/20, 29
- Shuttle Buses/6
- Signshop/10
- Snow Days/42
- Sororities/29, 38
- Speakers Bureau/19
- Sports/36, 37, 38
- Student Aid, Office of/10
- Student Government
 - Association/29, 38
- Student Organizations
 - Information/29
- Student Prospectus/4
- Student Services
 - Off-Campus/33
 - On-Campus/5
- Student Union
 - Employment/11
 - Hours/38
 - Information/19
- Study Skills/29, 43-49
- Studying for Tests/49
- Summer Sessions Information/29
- Swimming/36
- Telephones/20, 25
- Television/20
- Terrapin/4
- Theatre/38
- Tickets, Parking/29, 42
- Tobacco Shop/20
- Traffic
 - Rules/30
 - Tickets/42
- Transcripts/20, 30
- Transfer Credit/30
- Transportation/18, 30
- Tutoring/20, 30
- UMporium/5
- Undecided/41, 46
- Undergraduate Degree Policy/30
- Undergraduate Library/15
- Underline Effectively/45
- University College/22
- University Program Board/22
- University Sing/35
- Used Books/5
- Vending Machines/8
- Veterans Affairs/22
- Veterans Assistance/30
- Volunteer Services/30
- Volunteer Work/37
- Walk-In Clinic/12
- Washington Post/4
- Washington Star/4
- Washingtonian Magazine/4
- Weightlifting/36
- What's Available/4
- Withdraw from University/39, 40
- WMUC/22, 30
- Work Study/11
- Your Professor/2



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College Park Publications Office
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MARYLAND

STUDENT HANDBOOK

Architecture Library,

Room 1102

Architecture Bldg (454-4316)

Monday-Thursday, 8:30 a.m.-10 p.m.;
Friday, 8:30 a.m.-5 p.m.; Saturday, 11
a.m.-4 p.m.; Sunday, 5 p.m.-10 p.m.

Architecture offers plenty of light with comfortable surroundings. The interior design is refreshing and a welcome change of pace from the rest of the university. This library offers an outstanding collection of foreign language magazines on-campus. Although the collection is limited to architecture and design periodicals, it is still worth looking at.

Chemistry Library,

Room 1325

Chemistry Bldg. (454-2610)

Monday-Friday, 8 a.m.-10 p.m.; Satur-
day, 9 a.m.-5 p.m.; Sunday, 2 p.m.-
10 p.m.

The reading selection is limited to chemistry, but you'll find the room has few distractions. It's the place for the no-nonsense, serious student.

Engineering and Physical Sciences Library

Room 1300, Math Building (454-3037)

Monday-Thursday, 8 a.m.-2 a.m.; Friday
and Saturday, 8 a.m.-midnight; Sunday,
1 p.m.-midnight.

The largest of the specialized libraries, its reading material is also technical. But you'll find it a good place to go, especially if you are walking to or from lots 4, 7 or 11.

McKeldin Library

West end of Mall (454-2853)

Monday-Friday, 8 a.m.-midnight; Satur-
day, 9 a.m.-5 p.m.; Sunday, 1 p.m.-
midnight.

McKeldin was once the only full-service library on-campus. It contains many small study alcoves located on the mezzanine level of each floor. Desks and chairs are plentiful in the stacks sections where books are shelved. Even though it is called the "graduate library," undergrads are welcome as well. Reading rooms are on the main level of every floor (except the first floor).

The reading rooms are divided into subject areas (General Reference, Humanities, Fine Arts, Social Sciences, and Technology and Science).

Periodicals and other related references are shelved in these rooms. The reading rooms offer plenty of table and chairs, but if it's crowded, you may find the coughing, moving chairs and loud whispering somewhat distracting.

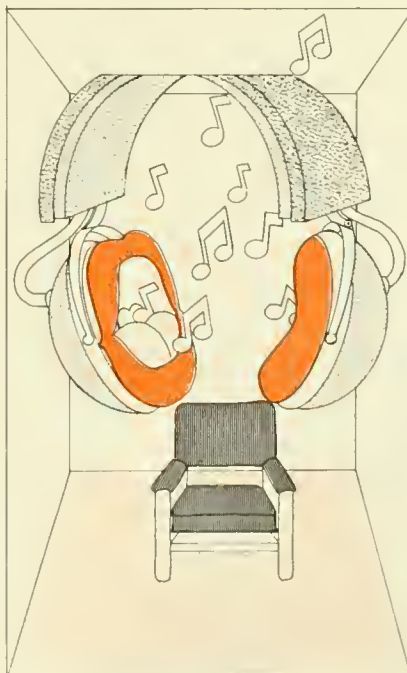
If you require concentration, try the Maryland Room on the fourth floor.

Undergraduate Library (UGL)

Adjoining Campus Drive (454-4737)

Monday-Friday, 8 a.m.-midnight; Satur-
day, 9 a.m.-5 p.m.; Sunday, 1 p.m.-
midnight.

The Reserve Book Room is open 24 hours a day.



The first time you go to the UGL, spend some time just to look around. There's a do-it-yourself walk-through tour you might try. You can pick up a copy at the desk. It's like no library you've ever seen before. Escalators carry you up from the first floor where the card catalog and book check-out/return are located to the Non-Print Media Lab on the fourth floor.

The building is completely carpeted with desks and chairs for the traditionalist and bean bag chairs if you're looking for comfort. All periodicals are kept on the second floor, and although McKeldin has a larger selection, the UGL probably has what you're looking for, and it's easier to find.

For music while you study, check out the Non-Print Media Lab. It contains 200 cassette tape players with stereo headphones and a selection of music for any taste. There are also wireless audio headsets which enable you to tune into any one of twelve pre-programmed channels. If that's not enough for you, try the quad room where two Marantz amps drive the four JBL speakers with 400 watts of power.

For the video freak, there are 12 Sony color video tape players with cassette programs that range from Aztec gods to 20th century dictators in a collection of close to 100 titles. Also available are a handful of course lectures, mostly upper level, that you can listen to on one of the 200 dial-access audio units, in stereo, of course.

LOST AND FOUND

Campus Police (454-5785)

Student Union Main Desk (454-2801)

Try an ad in the Diamondback (454-2351)

MINORITY STUDENT EDUCATION

3151 Undergraduate Library (454-4901)

OMSE, as the Office of Minority Student Education is called, is responsible for addressing the needs of minority students. Generally, the Office introduces minority students to the University's special supportive programs, with special emphasis on the areas of *recruitment, retention and graduation*. OMSE seeks to use student advisors to link minority students with existing university resources. They also provide minority students with career advising in areas that offer both good job opportunities and good salaries.

The Office is directly responsible for the administration of the Intensive Educational Development Program, Upward Bound, the Equal Opportunity Recruitment Program, and the Nyumburu Community Cultural Center.

Intensive Educational Development

2115 North Administration Building (454-5430)

The I.E.D. program provides academic and counseling services to students who need additional academic support in order to successfully compete with other students at the university. I.E.D. also coordinates financial aid for its students, and serves as a general channel through which its students may receive other services and assistance from the university.

Participating students who find that they need some tutoring or special counseling at any time during the year may take advantage of these special I.E.D. services.

Upward Bound

The Upward Bound program at College Park is part of a national network of Upward Bound Programs that prepare high school juniors and seniors for the college experience. Upward Bound provides its students with counseling assistance in academic subjects, tutoring and help with study skills.

Equal Opportunity Recruitment Program

0126 North Administration Building (454-4844)

E.O.R.P. is responsible for recruiting minority students to the University of Maryland. The recruiting staff visits high schools throughout the state in an effort to bring a balanced geographic representation of minority students to College Park.

Nyumburu Community Center

Building CC (454-5648)

Nyumburu (freedom house) focuses on the cultural aspects of the Black experience, not only as it exists in the United States, but in the Caribbean and Africa as well. Seminars and workshops in poetry, art, music, drama, dance, creative writing, and literature are offered at Nyumburu as well as opportunities to participate in a wide range of student club activities.

OFF-CAMPUS HOUSING

1211 Student Union (454-3645)

If you close out the residence halls as a living option (or vice versa) and are looking for a place to live, the Off-Campus Housing Service may be able to help. The office maintains listings of furnished and unfurnished rooms, apartments and houses which are for rent in the area. While the service is not a complete representation of everything that is available in the area, it is a good place to start a housing search. That office also provides written material to facilitate that process.



Looking

With some effort, you should be able to find a place to live. There are some tips to follow. First, you should keep in mind that there is a low vacancy rate in the area. While that fact won't make finding housing impossible, it does necessitate that you be deliberate and commit time to the search. Plan to spend at least four days looking. (It might not take that long. If it doesn't, you have that much extra time to get to know the area or indulge in some of your favorite pastimes.) Your own transportation is almost a must for hunting a place to live. Public transportation may be good enough to get you to and from school but will take up precious time in traveling from one rental facility to another.

Parents can sometimes be helpful in your quest. Often landlords will accept their signature as a co-signer in the event that a student is under majority age or without a steady income. Since housing notices are usually posted for immediate occupancy, visit the Off-Campus Housing Office no later than three to four weeks before you want to move in. Vacancies frequently change, so if you don't find something at first, keep on truckin'. Because of the rapid turnover of vacancies, the office does not attempt to print listings to distribute to housing-seekers. You must visit the office in person and leaf through the files of openings. Telephones are available for local calls so you can get in touch with prospective landlords.

When you find what you want, you should be prepared to sign on the dotted line for almost immediate occupancy. Housing is usually most plentiful in May and again in August. At both times leases for students are ending and people are moving on. If you decide to look in May, be prepared to begin your lease then. Few rental facilities can be held for you, and waiting lists are undependable in terms of yielding housing when it is really needed. Keep in mind that demand grows as the opening of a semester (especially fall semester) approaches.

OFFICE OF PUBLIC SAFETY/CAMPUS POLICE

General Services Building (454-5784)

The UMCP university police officers are on-campus to make life safer and more secure for students. Trained professional workers, the officers enforce municipal, county and state law as well as the regulations of the university. You are likely to encounter campus police (they are the ones in the brown-uniform driving green cars) at sporting events, during emergencies, at security gates, etc. Keep in mind they too want to make this a better place to live.

ORIENTATION OFFICE

1211 Student Union (454-2827)

How do you introduce 7,800 new students and their parents to the University of Maryland? You give them a show they wouldn't want to miss! "Maryland Preview," a summer program of the Orientation Office, lets students and their parents take a look "behind the scenes" before classes start. Realizing that a school of 34,500 can seem pretty confusing, the "Preview" staff offers the kind of info that is needed to make a successful campus debut. Undergraduate Student Advisors give tips on campus life, explain university requirements, provide academic advising, and help students preregister for the fall. Parent Preview offers parents an overall view of university services, policies and expectations. Orientation also has some great ideas for the rest of the year. Ongoing activities include trips to Washington, D.C., seminars on campus rights, a commuter open forum, foreign student festival, and brush-up sessions on registration. The office encourages input from you in the planning of all orientation projects.

PHOTOGRAPHIC SERVICES

Annapolis Hall (454-3911)

The following are only a few of the services the Division of Photographic Services offers: one-day black and white film and color slide processing, two-day color print services, passport and immigration photos, individual and group portraits, U. of Md. ID cards, photo and



slide duplication, photo and poster mounting, microfilming, on location photography, several thousand color slides and black and white proof sheets of campus scenes, and all U. of Md. athletic teams with game actions. DPS can also help you with questions concerning techniques and camera selections.

DPS also has a complete offset printing service which offers printing of resumes, theses, letterheads, fliers, and announcements, with or without photos.

POST OFFICE

A complete self-service facility is available in the UMporium lobby of the Student Union. If this isn't sufficient, try the University Post Office in the General Services Building, 454-3955. There is no charge for campus mail. Just drop it in any campus mailbox.

PUBLIC TRANSPORTATION

Several bus lines cut through or pass by the university. These lines serve Washington, D.C., Silver Spring, Wheaton, Baltimore, and several other areas in the region. Precise and up-to-date information on routes and times is available at the Student Union Information Center on the first floor of the Student Union. Buses are safe, dependable and provide door to door service to the university. Remember, there are many advantages of riding buses including extra study time, no parking hassles and a contribution to a cleaner environment.

READING AND STUDY SKILLS LAB (RSSL)

Shoemaker Building (454-2935)

Offering a wide array of study skill instructions, RSSL is perhaps one of the most useful services offered on-campus. Available free for the asking is training in effective reading and writing skills plus tips on exam preparation and how to listen and take notes. Most of these courses are preprogrammed so you can take them at your own pace and fit them within your own schedule limitations. You'll find the staff friendly and very helpful, and there's never any obligation.

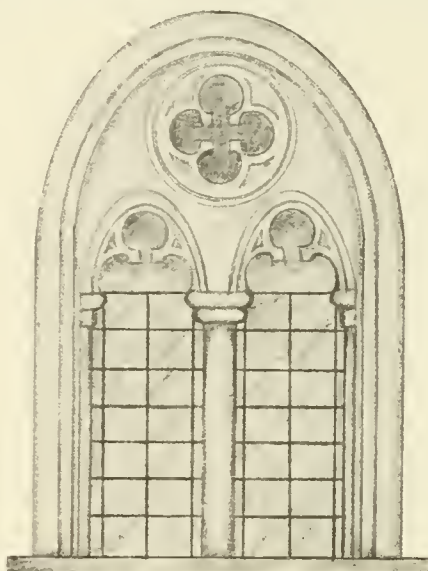
Don't make the mistake of thinking that you must have learning problems to use RSSL. The sessions on note taking, listening and exam skills can give you the experience of a senior while still in your freshman year, so look into it.

RELIGIOUS SERVICES

The Chapel

The Chapel provides a focal point for the religious expression and development of all faiths on-campus.

It houses the large East Chapel, the smaller West Chapel, and the Roman Catholic Blessed Sacrament Chapel. One of these is always open for prayer or meditation from 7 a.m. until 10 p.m. East or West Chapel may be reserved for weddings and other religious events through the office of Student Affairs, telephone 454-5783.



THE PEOPLE

Chaplains are appointed to the university by their denominations. They serve as advisors to youth groups, organize special events and generally make the campus more aware of religious and ethical issues. Student religious groups without chaplains select members of the university faculty to serve as advisors to their groups.

Two of the largest chaplaincies, Hillel (Jewish) and Newman (Roman Catholic) have centers adjacent to the campus to provide space for their programs and staff. Other chaplaincies have offices in the Memorial Chapel.

THE PROGRAM

Worship, Counseling—Pastoral Care, Study groups, Bible/Theology/Ethics. All the chaplaincies have special programs and during the year jointly sponsor events. The chaplains serve in many capacities in the university community and are available to any member of the community on an individual basis.

CHAPEL STAFF

BAPTIST:

Joseph Smith
Chapel, room 6
(454-4604)

BLACK MINISTRIES PROGRAM:

Perry Smith*
Chapel, room 235
(454-5748)

CHURCH OF CHRIST:

J.P. Tines
Chapel, room 257
(454-4850)

CHRISTIAN SCIENCE:

Gloria Douglass*
(770-0404)

EPISCOPAL:

Wofford Smith
Robert Gribbon*
Chapel, room 239
(454-2437)

FRIENDS:

Faculty Advisor: Dr. Alan DeSilva
(454-3416—730-0181)

JEWISH:

Meyer Greenberg
Associate Director: Robert Saks
Hillel House
(277-8961/779-7370)
Breirah
(422-7683)

LUTHERAN:

Elizabeth Platz
Theodore Caspar*
Chapel, room 251
(454-3317)

ORTHODOX CHRISTIAN:

Maximos Moses*
(363-8165)

ROMAN CATHOLIC:

William J. Kane
Assistants: Joseph Lydon,
L. James Downs
Catholic Student Center
(864-6223)

UNITED CAMPUS MINISTRY:

(Church of the Brethren, Disciples of Christ, Presbyterian, United Church of Christ and United Methodist)

Robert Burdette
Lois Morris
Chapel, room 255
(454-2346/2348)

SERVICES

BAPTIST STUDENT UNION

University Chapel, room 9
Wednesday-12 noon Luncheon

BLACK MINISTRIES PROGRAM

(To be announced)

CHRISTIAN SCIENCE

Reading Room,
University Chapel, room 23
Monday-4 p.m. Chapel Lounge

EPISCOPAL

University Chapel,
West wing
Sunday—10:00 a.m.
Holy Communion
Weekdays—12 noon
Holy Communion
(Mon., Wed., and Fri.)

JEWISH

Hillel House
7505 Yale Ave.
(779-7370)
Orthodox—
Daily Services M-F
6:30 p.m. Friday
9:30 p.m. Saturday
Conservative
6:30 p.m. Friday

Breirah

7712 Mowatt Lane
(422-7683)

Liberal

6:45 p.m. Friday

Call for information on holiday services

LUTHERAN

University Chapel,
West wing
Wednesday-12:00 Noon
Holy Communion
Hope Church and
Student Center
Knox and Guilford Roads
(opposite parking lot 3)
Sunday—
8:45 a.m. abd 11:00 a.m.
(Holy Communion
every Sunday)

**PROTESTANT
CHAPEL WORSHIP**

(Sponsored by Lutheran, Episcopal and
United Campus Chaplaincies)

Sunday 11:00 A.M.

University Chapel

Holy Communion

FIRST Sunday of the month

ROMAN CATHOLIC

Sunday Masses:

6 p.m. Saturday
at Catholic Student Center

10 a.m. Sunday
at Catholic Student Center

11 a.m. Sunday
at Cambridge
Community Center

12:45 p.m. Sunday
at Memorial Chapel (West)

Weekday Masses:

12 Noon
Memorial Chapel (Main)
5 p.m.

Memorial Chapel (West)

Confessions:

Monday-Friday

11:15 a.m.-11:45 a.m.

Blessed Sacrament Chapel

Saturday

5:30-6:00 P.M.

at Catholic Student Center

Holy Days:

11 a.m.

12 Noon

4:00 p.m.

at Memorial Chapel (Main)

5:00 p.m.

*Designates staff serving at the university
and elsewhere

**RESIDENT LIFE
OFFICE**

3rd Floor, North Administration
Building (454-2711)

The Office of Resident Life coordinates the housing activities for the 35 residence halls on campus. Your initial contact with the office is through the information they send you about housing and dining plans when you are admitted to the university. In addition to processing students' housing applications, the Office of Resident Life initiates and aids in the implementation of programs designed to maximize the living-learning environment of the residence halls.

The Office of Resident Life employs and trains fellow students to serve as Resident Assistants (RA's). These staff members can give you valuable information about classes, instructors and generally what's happening on-campus. Resident Directors, Dining Hall personnel and other staff members are available in each residence community to assist you. Find out who they are and get to know them.

**ROOM
RESERVATIONS**

Chapel (454-5783)

Center for Adult Education (454-2324)

On-campus Academic Buildings (454-3909)

On-campus Non-Academic Buildings
(454-4409)

Student Union (including display cases
and tables (454-2801)

SPEAKERS BUREAU

2120 Main Administration Building
(454-5777)

A free Speakers Bureau Guide is available from the Office of University Relations. It lists over 250 faculty, staff and student speakers who are available to speak on a wide range of topics of current interest (usually at no cost).

STUDENT UNION

7 a.m.-midnight, Monday-Thursday; 7 a.m.-1 a.m., Friday; 8 a.m.-1 a.m., Saturday; noon-midnight, Sunday

The Maryland Student Union is the campus center for students, faculty, staff, and alumni, so if you are looking for something to do or know something is happening but don't know where it is, try the Union. A full and varied program composed of special events and regular facilities are there for your enjoyment. A list of facilities is below, but perhaps one of the best things about the building is that you can always find a place to sit down and visit with a friend.

Duplicating Services

For a minimum charge, the Union Sign Shop (next to the Ticket Office) can make a variety of signs to carry the message you're trying to get across. Mimeograph, ditto, offset printing, letter press signs, and embossograph signs are all available.

**Information Center**

The Information Desk is located in the main lobby of the Union. It's the prime source for finding out what's happening not only in the Union but anywhere on-campus or the area. It provides monthly activities schedules, campus maps, bus, train and airline schedules, class schedule booklets, traffic ticket appeals forms and lost and found (building)—just to name a few. Phone 454-2801. Open seven days a week during building hours.

Notary Public

There are several Notaries on the staff to serve the University community. Check at the Information Desk, Main Lobby, Student Union.

Recreational Facilities

Most of the recreational facilities are located at the basement level. Once you get down there, you'll find plenty to keep you busy. There are 16 bowling lanes, pool tables, pinball machines and vending machines, as well as table games. In addition, tournaments in chess, bowling, ping-pong, and bridge are scheduled regularly. Be sure to bring your student ID because identification is required. All facilities are open during building hours.

Selective Service

Although the draft is no longer in effect, it is still required that all males register with the Selective Service System within 30 days before or after their 18th birthday. Regardless of where your home may be, you may register at the Information Desk, Student Union, 9 a.m.-10 p.m., Monday-Friday.

Tobacco Shop

Located near the Information Desk on the main floor, the Tobacco Shop stocks cigarettes, cigars, pipes, tobacco, candy, newspapers, magazines, pencils and pens.

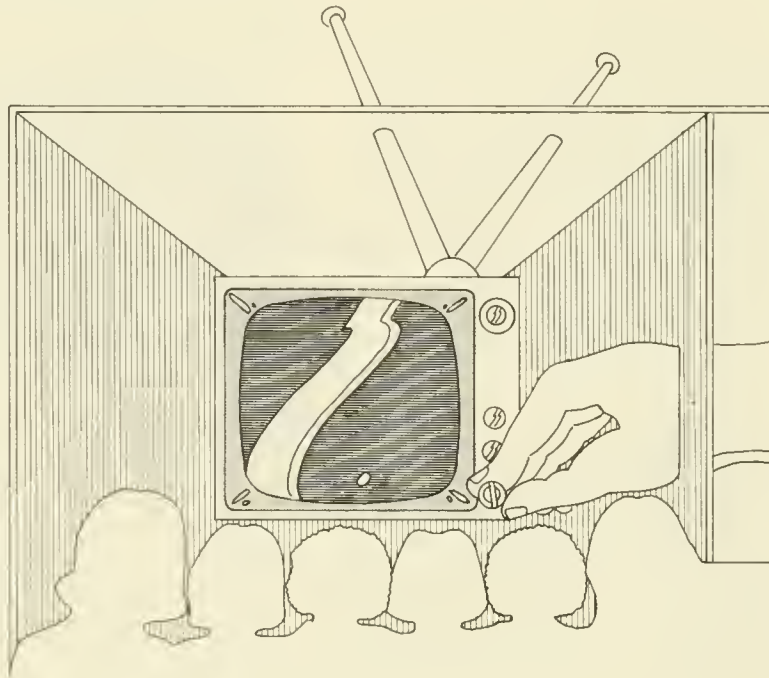
Monday-Friday, 7:30 a.m.-8 p.m.

Saturday, 8:30 a.m.-1 p.m.



T.V. Room

If you can't miss that favorite program of soap operas, schedule your classes



around it and stop by the Union's T.V. Room. A color set is there at your disposal, located next to the Games Room in the basement. However, in a viewing room with a seating capacity of 30, you're likely to learn a few lessons in participatory democracy when it comes to channel selection.

TELEPHONES

Campus Phones—The university has its own telephone system. All phones on-campus begin with the prefix "454" with the last four digits corresponding to a particular phone. Throughout the university are campus phones (not to be confused with the pay phones on-campus). On a campus phone you can call anywhere on the College Park Campus for free by excluding the "454" prefix and dialing only the last four digits. Campus phones are found in the hallways of all dormitories and in the public buildings (libraries, Student Union, Health Center, etc.)

Off-campus Phones—To place a call to a telephone off the College Park Campus you must use a public (pay) telephone. These too are found in public buildings, usually next to the campus phones. You cannot make an off-campus call on a campus phone, no matter how hard you try, nor can the operator connect you with an off-campus operator.

TRANSCRIPTS

Registrar's Office, Main Desk, First Floor, North Administration Building, (454-5559)

There is a \$2.00 charge for all transcripts. Allow about ten days for your transcript to be mailed out. If you have any outstanding bills (like parking tickets), you'll have to pay them beforehand.

TUTORIAL ASSISTANCE

If you have a problem with a course and you feel like you could use a little help, it's a good idea to try and see your professor before you try any other resource. Make an appointment during his regular office hours and discuss the situation with him. If this isn't sufficient to get you back on track, call the Reading and Study Skills Lab (454-2935). They have an extremely *comprehensive* list by department of tutoring assistants.

Plan of Academic Organization

Division of Agricultural and Life Sciences:

College of Agriculture:

- ☐ Agricultural and Extension Education
- ☐ Agricultural and Resource Economics
- ☐ Agricultural Engineering
- ☐ Agronomy
- ☐ Animal Science
- ☐ Dairy Science
- ☐ Horticulture
- ☐ Institute of Applied Agriculture
- ☐ Poultry Science
- ☐ Veterinary Science

Other Units within the Division:

- ☐ Botany
- ☐ Chemistry
- ☐ Entomology
- ☐ Geology
- ☐ Microbiology
- ☐ Zoology

Division of Arts and Humanities:

School of Architecture

College of Journalism

Other Units within the Division:

- ☐ American Studies Program
- ☐ Art
- ☐ Classics
- ☐ Dance
- ☐ English
- ☐ French and Italian
- ☐ Germanic and Slavic
- ☐ History
- ☐ Music
- ☐ Oriental and Hebrew Program
- ☐ Philosophy
- ☐ Spanish and Portuguese
- ☐ Speech and Dramatic Art

Division of Behavioral and Social Sciences:

College of Business and Management

Other Units within the Division:

- ☐ Afro-American Studies
- ☐ Anthropology
- ☐ Bureau of Business and Economic Research
- ☐ Bureau of Governmental Research
- ☐ Economics
- ☐ Geography
- ☐ Government and Politics
- ☐ Hearing and Speech Sciences
- ☐ Information Systems Management
- ☐ Institute for Urban Studies
- ☐ Institute of Criminal Justice and Criminology
- ☐ Linguistics Program
- ☐ Psychology
- ☐ Sociology

Division of Human and Community Resources:

College of Education:

- ☐ Administration Supervision and Curriculum
- ☐ Counseling and Personnel Services
- ☐ Early Childhood Elementary Education
- ☐ Industrial Education
- ☐ Institute for Child Study
- ☐ Measurement & Statistics
- ☐ Secondary Education
- ☐ Special Education

College of Human Ecology:

- ☐ Family and Community Development
- ☐ Foods, Nutrition and Institution Administration
- ☐ Housing and Applied Design
- ☐ Textiles and Consumer Economics

College of Library and Information Services

College of Physical Education, Recreation and Health:

- ☐ Health Education
- ☐ Physical Education
- ☐ Recreation

Division of Mathematical and Physical Sciences and Engineering:

College of Engineering:

- ☐ Aero-Space Engineering
- ☐ Chemical Engineering
- ☐ Civil Engineering
- ☐ Electrical Engineering
- ☐ Fire Protection Curriculum
- ☐ Mechanical Engineering

Other Units within the Division:

- ☐ Applied Mathematics Program
- ☐ Center for Materials Research
- ☐ Computer Science
- ☐ Institute for Fluid Dynamics & Applied Mathematics
- ☐ Meteorology Program
- ☐ Institute for Molecular Physics
- ☐ Mathematics
- ☐ Physics and Astronomy

UNIVERSITY COLLEGE

Center of Adult Education (454-2311)

University College is the world-wide, adult education campus of the university. Offering credit and non-credit courses, UMUC grants the associate of arts, bachelor of arts and bachelor of science degrees. Evening credit classes meet in College Park (454-5735) and in Baltimore (528-7430). There is even a weekend credit program in College Park (454-5735): by studying just on Saturdays and Sundays, students can earn 3-12 credits in a variety of fields.

Off-campus centers serve military personnel, county police, county teachers, and residents throughout Maryland (454-2327). Television, films and cassette recordings are used to reinforce the Open University program of independent and tutorial study—a system based upon the Open University of the United Kingdom (454-2765).

The Conferences and Institutes Division (454-4712) offers many non-credit short courses and training programs; it also helps plan conferences, workshops, seminars, and classes for professional and civic groups. The Atlantic, European, and Far East Divisions bring degree programs to United States military and civilian personnel and their dependents in 22 foreign countries on 4 continents.

Students may apply courses taken through University College to undergraduate and graduate degrees offered by other colleges and schools of the University of Maryland, subject to the approval of the appropriate dean. Graduate offerings are available at certain government agencies and military installations and through the Baltimore and College Park Evening Divisions.

UNIVERSITY PROGRAM BOARD (UPB)

0235 Student Union (454-4546)

The University Program Board is responsible for major campus programming. This usually means concerts and speakers. UPB is a student organization run by an elected board, and membership is open to all interested students. UPB is divided into three committees: talent selection, production and promotion. It offers students a chance for involvement in selection and production of major campus entertainment events. Additionally UPB offers a chance to gain professional experience in the entertainment business through the production of concerts and other special events.

UPB is funded by the Student Government Association and money from ticket sales. In addition to involvement in campus programming, UPB also offers opportunities for employment on its stage crews and as ushers.

VETERANS AFFAIRS OFFICE

1130 and 2107 North Administration Building (454-5276 and 454-5734)

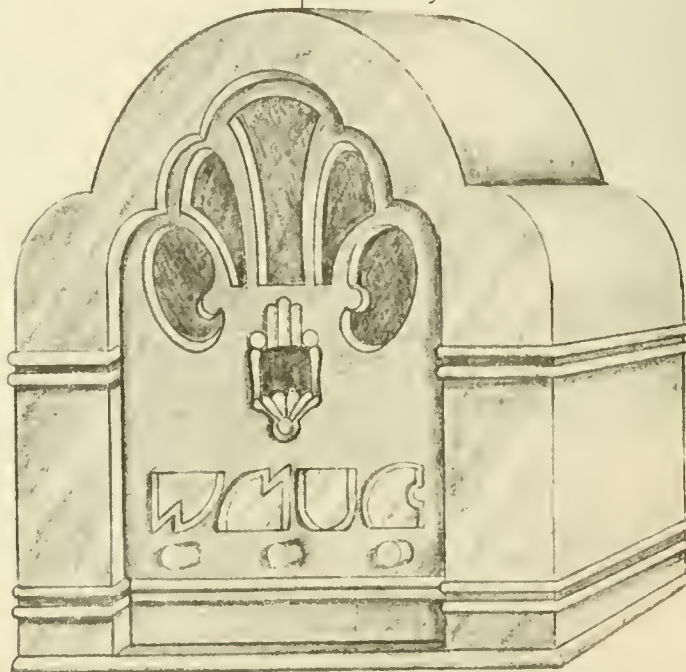
Under a new program, three Veterans Administration counselors (Vet Reps.) now work on campus full-time to assist veterans, their dependents and servicemen with all VA related questions and problems. These representatives can offer help in getting monthly educational assistance checks as well as other less known benefits. These include up to \$720 in tutoring assistance, low-cost group life insurance, vocational rehabilitation services, educational loans of up to \$800 per year, guaranteed home loans, and compensation for service-connected disabilities. Information on individual state bonuses, removal of SPN codes from your military discharge (DD 214), and University of Maryland Veterans Club activities is also available for you.

The counselors are available on a walk-in basis during normal office hours.

WMUC/CAMPUS RADIO STATION


65 on the AM Dial (454-2743)
3rd Floor Main Dining Hall

WMUC provides you with the latest in campus, local and national news and sports. Campus groups announce upcoming events and activities through free public service announcements. Special programs to inform and entertain you. Music for your spirit 24 hours a day.



HELPFUL HINTS

CHECK LIST

- 
- ☐ 1. Read the Student Handbook thoroughly.
 - ☐ 2. Take a walking tour with map in hand to locate and identify all the buildings on-campus.
 - ☐ 3. Find the rooms where your classes meet **BEFORE** the day you're supposed to show up on time.
 - ☐ 4. Make out a budget for your time as well as your money. You'll probably feel that you don't have enough of either.
 - ☐ 5. Make time to (at least) glance through the *Diamondback* each day.
 - ☐ 6. Make an appointment to see each of your professors during office hours **EARLY** in the semester.
 - ☐ 7. Find out who your academic advisor is and drop by occasionally.
 - ☐ 8. Try not to get too far behind in any class . . . catching up is often difficult.
 - ☐ 9. Get help early in a course you're having trouble with.
 - ☐ 10. Try the Reading and Study Skills Lab for ideas on efficient studying.
 - ☐ 11. Tell your professor **IN ADVANCE** if you are going to miss class or have complications in meeting due dates.
 - ☐ 12. Don't carry too much cash with you. Open a checking account at a local bank.
 - ☐ 13. Have personal checks printed with your social security number and driver's license number as well as name, address and phone no.
 - ☐ 14. Pay any parking tickets you get promptly. (You may forget, but the university won't!) They'll hold up your diploma.
 - ☐ 15. Make sure all the information on you (address, social security number, etc.) at the Registrar's Office is correct.
 - ☐ 16. Consider the advantages of a carpool. See elsewhere in this handbook for specifics.
 - ☐ 17. Don't count on snow canceling classes; do your assignments!
 - ☐ 18. Consider alternatives when faced with walking alone across campus late at night.



UNIVERSITY CALENDAR—1975-1976

FALL SEMESTER

August 1975

25-26, MONDAY, TUESDAY

Registration and Schedule Adjustment transactions processed according to alphabetical schedule

26, TUESDAY

Last day for changing from FULL-TIME to PART-TIME for billing purposes (see Summary of Deadlines)

27-29, WEDNESDAY-FRIDAY

Registration and Schedule Adjustment transactions continue except all financial payments will be made to the Cashier's Office in the South Administration Building

27, WEDNESDAY

Instruction begins for Fall Semester

September 1975

1, MONDAY

Labor Day Holiday

2-10, TUESDAY-WEDNESDAY

Late Registration Fee (\$20) assessed on and after this date

10, WEDNESDAY

Last day of Schedule Adjustment Period; Last day to process a grade option change or a credit level change

11, THURSDAY

\$2.00 fee assessed for each drop

and each add processed on and after this date

Special permission of the dean or division provost is required to process an add on or after this date \$4.00 is charged for each section change processed on or after this date (\$2.00 for the section dropped and \$2.00 for the section added)

18, THURSDAY

Deadline for submitting applications for December 1975 diplomas in Registrations Office

October 1975

11, FRIDAY

Master's Approved Programs for December graduates due in the Graduate School Office

November 1975

4, TUESDAY

Last day to drop a course (10 weeks)

27, WEDNESDAY

Certificates of Completion of Masters' Theses and Doctoral Disser-

tations due in the Graduate School Office

26-28, WEDNESDAY-FRIDAY

Thanksgiving Recess

December 1975

10, WEDNESDAY

Last day of instruction for Fall 1975 Semester

13, FRIDAY

Oral examination reports, theses and dissertation and non-thesis option certificates due in the Graduate School Office

11 & 14, THURSDAY & SUNDAY

Exam study days

12-19, FRIDAY THROUGH FRIDAY

Fall semester examination period

19, FRIDAY

Last day to withdraw from all classes

21, SUNDAY

Commencement exercises, 2:00 p.m.

SPRING SEMESTER

January 1976

12-13, MONDAY, TUESDAY

Registration and Schedule Adjustment transactions processed according to alphabetical schedule

14, WEDNESDAY

Instruction begins for Spring Semester

14-16, WEDNESDAY-FRIDAY

Registration and Schedule Adjustment transaction continue

19-23, MONDAY-FRIDAY

Late Registration Period

29, WEDNESDAY

Last day of Schedule Adjustment Period

March 1976

8-12, MONDAY-FRIDAY

Spring Recess

23, TUESDAY

Last day to drop a course (10 weeks)

May 1976

5, WEDNESDAY

Last day of instruction for Spring 1976 Semester

6, THURSDAY

Exam study day

7-14, FRIDAY-FRIDAY

Spring Semester examination period

15, SATURDAY

Commencement exercises

WHERE TO CALL



EMERGENCY CAMPUS PHONE

Ambulance, 3333
Fire, 3333
Police, 3335
Hospital, 3445

HOT LINES

Montgomery, 449-6603
Prince Georges, 864-7271
HELP, 454-HELP
Women's Crisis, 454-4616

COMMUNITY PHONE

Ambulance, 911
Fire, 911
Police, 911

PHONE INFORMATION

Dial-an-Event, 454-4321
Campus Directory, 454-3311
Weather, 936-1212
Time, 844-2525
Metro Area Directory, 411
Long Distance,
Area Code, 555-1212
Student Union
Infor. Desk, 454-2801

INSTANT INFO

Need	Place	Phone	Comments
ABORTION ALTERNATIVES	Birth Right 3rd Floor Student Union	X5416	
ABORTION INFO.	1. Womens Center 1127 Student Union 2. Health Center Campus Drive	X5411 X3444	Volunteer women students. Many who have had abortions offer counseling info. and referrals free.
ACADEMIC ADVISEMENT	1. See Schedule of Classes 2. General Undergraduate Advise- ment Office 3151 UGL	X2733	2. See Dr. Joseph Metz
ATTENDANCE POLICIES	Undergrad. Catalog		
BILLS PAID	Div. of Business Services South Admin. Bldg	X3115	Checks payable to U. of Md.
1. General Univ. 2. Housing			
BLACK HONORS CAUCUS		X4295	See Greg Countess
CAR POOL MEMBERS OR INFORMATION	Office of Comm. Affairs 1211 H Student Union	X5231	Computerized Service designed to match you with folk from your area.
CAREER INFORMATION	Career Development Center Terrapin Hall	X2813	Individual and group programs. Call for schedule.
CHECKS CASHED	1. Ticket Office, Ground Floor Student Union 2. Albrechts 3. Varsity Grill	X2803	1. 9 a.m. 3 p.m. weekdays; personal checks, maximum \$20.00, payroll checks, maximum \$40.00 (20¢ service charge on all checks)
CONTRACEPTION INFO.	1. Health Center Campus Drive 2. Women's Center 1127 Student Union 3. Planned Parenthood 344 W. University Blvd Silver Spring, Md. 4. Planned Parenthood 5101 Pierce Ave. College Park, Md.	X3444 X4289 593-0800 345-5252	Contraception literature may be picked up at both the Health Center and the Women's Center. 3. Open: M-F, 9 to 4 p.m. 4. Open: Thurs., 12:30-4 p.m.
COUNSELING (educational, vocational, emotional/social)	Counseling Center Shoemaker Building Career Development Center	X2931 X2813	See description of services elsewhere in this booklet. Open: M-T 8:30 a.m.-9:00 p.m. F 1:00 p.m.-4:30 p.m.
CLASS STANDING CLASSIFI- CATION SYSTEM (by semester hrs. completed)	Undergrad. Catalog		You need at least 120 hrs. to graduate
COURSE OFFERINGS	1. Undergrad. Catalog 2. Schedule of Classes		2. All classes not offered every semester
DEMONSTRATIONS POLICY	See Rules Booklet		As adopted by University Senate June 2, 1970

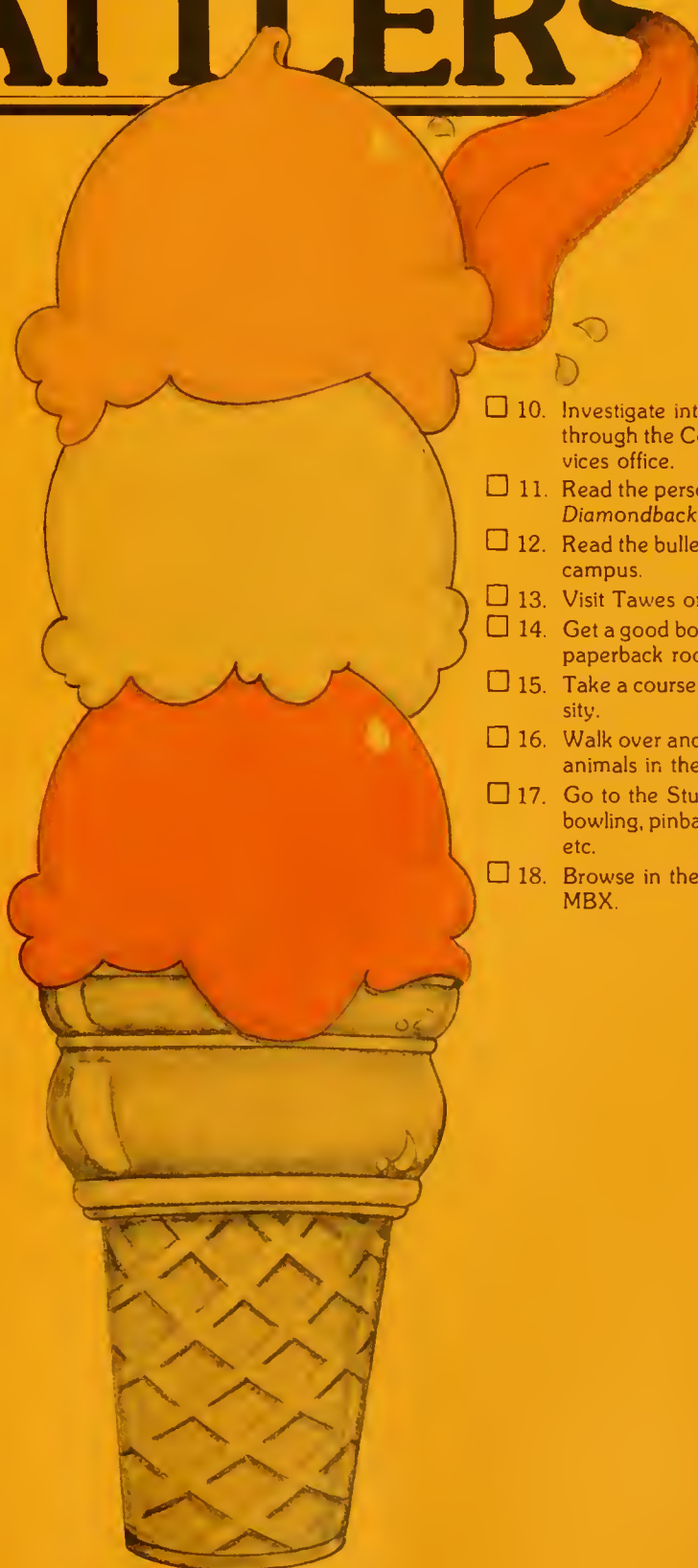
Need	Place	Phone	Comments
POST OFFICE	1 Student Union UMporium Lobby 2. University Post Office General Services Bldg. 3 U.S. Post Office 4815 Calvert Rd. College Park, Md.	X3955 864 3264	1 All facilities available by machine self service All campus mail delivered free, just drop in any campus mail box
PREGNANCY TESTS	1. Help Center Cambridge "D" Lobby 2. Health Center Campus Drive 3. Planned Parenthood (see "contraception" for addresses)	X4357 X3444	2 Free for students
PUT ON A PROGRAM	0219 Student Union	X5255	See Kim Kirchner
READING IMPROVEMENT	RSSL Shoemaker Bldg.	X2935	Provided free for the asking. . . Speed and comprehension programs as well as general study skills
REINSTATEMENT OR READMISSION TO THE UNIV	1. Admissions Office Main Desk Ground Floor North Admin. Bldg	X2101	
RESUMES	Career Development Center Terrapin Hall	X2813	Good free advice
ROOM RESERVATIONS	1. Center of Adult Ed. 2 Academic Buildings 3. Non-academic bldgs. 4 Student Union	X2325 X3909 X4409 X2801	Detailed Info. on cost, availability etc. . given over the phone
SELECTIVE SERVICE REGISTRATION	Student Union Info. Desk		Even though there is no longer a draft, you must still register
STUDENT GOV. INFO.	1219 Student Union	X2811	
SORORITY INFO.	Office of Greek Life 1211 H Student Union	X2736	Contact Dr. Drury Bagwell or visit the chapters
STUDENT ORGANIZATIONS INFORMATION	This booklet 1 1211 Student Union 2. 1219 Student Union (S.G.A.)	X3458	The Office of Campus Programs
STUDY SKILLS IMPROVEMENT	RSSL Counseling Center Shoemaker Bldg	X2935	Free
SUMMER SESSIONS INFO	Turner Lab	X3347	Consult your dept. for early listings of course offerings
TICKETS	1. Athletic: Cole Fieldhouse 2. Student Union 3. Tawes Fine Arts	X2121 X2803 X2201	

Need	Place	Phone	Comments
TOPOGRAPHIC/GEOLOGIC MAPS	Geology Dept	X3548	See Dr. H. G. Siegrist Maps cost 75¢
TRAFFIC RULES & REGS	See Rules Booklet		
TRANSCRIPTS	Registrar's Office Main Desk, First Floor North Admin. Bldg	X2331	\$2.00 charge for all transcripts. Allow at least 10 days Unofficial transcript—free Copy of grades—make sure all is still O.K. concerning your records
TRANSPORTATION			
1 Rides	1 Ride Boards Student Union a. Local-Macke Rm b. National-under the Stairway facing Cole Fieldhouse		
2 Car Pool	2. Office of Commuter Affairs	X5274	2 You don't need a car to join
3 Around Campus	1211 Student Union	X5274	3 Several stops around campus.
4 Metro Transit Buses	3. Shuttle Bus	832-4300	4. Several routes from campus to surrounding communities. Get schedule of information at desk in the Student Union
5 Greyhound	4 Metro Stops on Campus in front of Cole Field House	927 8600	5. In front of College Park Watch Shop
TUTORING	5. Off Balt. Ave. in College Pk		
	Alpha Lambda Phi Eta Sigma RSSL	X2811 X2811 X2935	Another source is fellow students who advertise on bulletin boards
TRANSFER CREDIT POLICY	Undergrad. Cat.		As determined by Md. Council for Higher Ed. Articulation Agreement. You'd be surprised how many.
UNDERGRADUATE PROGRAMS	This booklet page 21		
VETERANS ASSISTANCE	2107 North Admin. Bldg 1130 North Admin. Bldg	X5734 X2336	Are you receiving all you are entitled to?
VOLUNTEER SERVICES	1211 Student Union	X4767	See Dr. Judy Sorum
WITHDRAWAL			
1. Withdrawal from the University	1 See your dept. head	X4767	1. See page 39 of this booklet
2 Help after withdrawing	2 Central Withdrawal Office 1130 North Admin. Bldg		2 Refunds, transcript corrections
WMUC		X2743	On campus only
COOPERATIVE WORK- EDUCATION	1. 1114 Engineering 2. Terrapin Hall	X5191 X4938	1 Engineers Only 2. All other majors
COURSE AT ANOTHER CAMPUS OF U. OF MD.	0101 North Admin.	X2106	Credits transfer
CREDIT BY EXAM	3151 Undergraduate Libr	X2731	See Dr. Helen Clarke
DEGREE INFO CONCERNING BACHELOR OF GEN. STUDIES	1115 Undergrad. Libr.	X2530	See Dr. Margaret Carthy
INTERNSHIP, FIELD EXPERIENCE	Community Services Office 1211 Student Union	X4767	Some pay—But GREAT practical experience in your field

BOREDOM BATTLERS

CHECK LIST

- ☐ 1. Get an ice cream cone at the Dairy on Route 1
- ☐ 2. Relax on the Mall some warm afternoon.
- ☐ 3. Try a movie in the Student Union.
- ☐ 4. Go to an intercollegiate sports event. (call for info)
- ☐ 5. Get involved in intramurals.
- ☐ 6. Visit a fraternity or sorority house.
- ☐ 7. Investigate student clubs and activities.
- ☐ 8. Try a meal in the Tortuga Room.
- ☐ 9. Sample the sounds of the Quad Room of the Undergraduate Library.



- ☐ 10. Investigate internship programs through the Community Services office.
- ☐ 11. Read the personal ads in the *Diamondback*.
- ☐ 12. Read the bulletin boards on-campus.
- ☐ 13. Visit Tawes or Punk gallery.
- ☐ 14. Get a good book from the paperback room of the UGL.
- ☐ 15. Take a course at Free University.
- ☐ 16. Walk over and look at the animals in the Agriculture area.
- ☐ 17. Go to the Student Union for bowling, pinball, pool, pingpong, etc.
- ☐ 18. Browse in the UMporium or MBX.

SUMMARY OF DEADLINES

FALL SEMESTER 1975

Type of Change		Last Day to Process Change
ADD A COURSE		September 10
ADDRESS	change	no deadline
CANCEL PRE-REGISTRATION	for Spring 1975	August 26
CHANGE FROM FULL-TIME TO PART-TIME	for billing purposes for academic standing purposes	August 26 September 10
COLLEGE	change	no deadline
CREDIT LEVEL	change	September 10
DECEMBER 1975 GRADUATION	apply for	September 18
DIVISION	change	no deadline
DROP A COURSE	without "W" grade (Undergraduate Students)	September 10
DROP A COURSE	with "W" grade (Undergraduate Students)	November 4
DROP/ADD COURSES	without \$2.00 fee	September 10
DROP A COURSE WITH REFUND	(Graduate Students & Part-time Undergraduates only) Payment due for drop/adds which resulted in net increase to account	100% August 26 80% September 3 September 12
GRADING OPTION	change	September 10
LATE REGISTRATION	process	September 10
MAJOR	change Last day to withdraw from all classes	no deadline December 19
WITHDRAW	with 100% Refund	August 26
WITHDRAW	with 80% Refund	September 10
WITHDRAW	with 60% Refund	September 17
WITHDRAW	with 40% Refund	September 24
WITHDRAW	with 20% Refund	October 1

STUDENT SERVICES OFF-CAMPUS

CRISIS CENTERS

In addition to the University of Maryland HELP Center and the Women's Crisis Hotline, students can call two local hotlines.

Montgomery County (589-8608)
Prince Georges County (864-7271)

CONSUMER PROTECTION

If you feel like you've been ripped-off out there in the cruel world, you can get assistance from:

Montgomery County Office of Consumer Affairs, 24 South Perry Street, Rockville, Maryland 20850, Phone: 340-1010.

Prince George's County Consumer Protection Commission, Prince George's County Court House, Upper Marlboro, Md., Phone: 627-3000 Ext. 561/562.

D.C. Office of Consumer Affairs, 1407 L Street, N.W., Washington, D.C., Phone: 629-2618.

Consumer Protection Center, 714 21st Street, N.W., Washington, D.C. Phone 362-HELP.

EMPLOYMENT

We are all aware of the effect of recession on the job market, and jobs on-campus are snatched up quickly. Besides the connections on-campus you might try the:

Maryland State Employment Offices
4316 Farragut Road
Hyattsville, Md. (864-2100)
11262 Georgia Avenue,
Wheaton, Md. (949-5300)
5630 Fisher Lane,
Rockville, Md. (949-5300)

FINANCIAL AID

Before you try looking off-campus for loans, etc., make sure that you have exhausted all on-campus possibilities. While loans from banks and savings and loans are obtainable, the interest payments will be high and there is usually no deferral of payment while you are in school.

FOOD

If you get tired of the food on-campus, there are lots of places both in College Park along Route 1 and up on University Boulevard where you can get fast food. If you're interested in a more classy atmosphere, the Metropolitan Washington area is full of exciting places. Name a type of food, and you can find a restaurant that serves it. Check out the yellow pages of the telephone book for a complete listing, or check the *Underground Gourmet*.

If you plan on eating out a lot, consider one of the local Dining Clubs. They have a membership fee, but offer different two-for-one coupons redeemable at some pretty impressive places. Watch the local papers for ads and application blanks.

FREE CLINICS

Free clinic hours and services are subject to frequent change without notice. It's advisable to call before you go.

Bashe Memorial Free Clinic
St. John's Episcopal Church
6701 Wisconsin Ave.
Chevy Chase, Md.
656-3222.

Laurel Free Clinic
Bowie Rd. at Route 29
Laurel, Md.
725-1495

Prince George's County
Free Clinic
910 Addison Road
Seat Pleasant, Md.
336-1219

Rockville Free Clinic
207 Maryland Ave.
Rockville, Md.

Washington Free Clinic
1556 Wisconsin Ave., N.W.
Washington, D.C.
965-5476

LEGAL AID

Prince George's County Legal Aid and Lawyer Referral Service
5102 Rhode Island Avenue
Hyattsville, Md.
277-1180

Many students can qualify for free legal aid on the basis of income. For those who don't, the office can refer them to a fee-charging lawyer. Initial half-hour consultation is \$15.00.

American Civil Liberties Union
Prince George's County
431-6835 and 772-6871

ACLU takes cases where there is evidence of denial of constitutional rights and civil liberties. They will also act as a lawyer referral service.

LIBRARIES

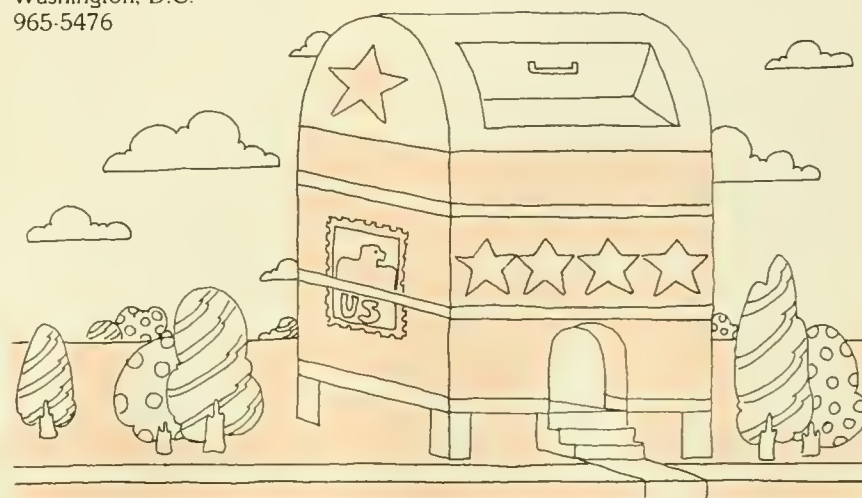
In addition to the five campus libraries, books can be borrowed and referenced materials can be used at several places throughout the area. If you can't find the materials you want, try

American University Library
George Washington University Library
Georgetown University Library
Catholic University Library
Howard University Library
Library of Congress
P.G. County Libraries
Montgomery County Libraries

POST OFFICE

If you can't take care of your postal business on campus (which you should be able to do in the Student Union), try the

U.S. Post Office
4815 Calvert Road
College Park, Md.
864-3264



ENTERTAINMENT AND ENRICHMENT

There's a lot more to college than just classes and studying, though some pure academicians hate to admit that a lot of learning and personal growth goes on in the dormitory, on the mall, or in a discussion over a beer.

In a way, the size of the university is both a plus and a minus. The plus is that about any type of activity or interest group that you can imagine is probably in existence here, and if it's not, you can easily start one. The minus is that there are so many things going on that just being aware of them all, much less trying to take advantage of all the ones that may interest you, is a physical impossibility.

Here are some suggestions for things to try when you're not burdened with mounds of work for your classes or when you just want to take a break. One thing to remember is that this isn't high school. Nobody is going to try to force you to get involved. Campus activities are put on by students for students because students have an interest in doing them, so try some. You might be surprised at how soon you get involved.

You know, the best source of entertainment and enrichment is other people. But sometimes a school of 35,000 can seem cold and impersonal. You walk across campus or hike in from lot 4, and everyone seems to be hustling and bustling around like they're caught up in their own world. This can be a pretty lonesome experience. One of the sure-fire ways to combat this is to expand your circle of acquaintances by frequenting places where you can sort of "bump into people." Some of the places you might try are:

ART GALLERIES

There are two galleries on-campus. One is located in the Fine Arts Building and usually features the work of prominent artists and faculty. The other is Punk Gallery located in the FF temporary building. Punk exhibits student work exclusively, and while the surroundings aren't very plush, the atmosphere is definitely friendly.

CAMPUS-WIDE PROGRAMS

Blood Drive

Every semester, Alpha Omicron Pi and Tau Epsilon Phi, in cooperation with the American Red Cross, sponsors the University of Maryland Blood Drive. The University Community donates 900 pints of blood any semester, and all members of the University community and their families are covered for free blood for a period of one year.



Concerts

Concerts of both rock and non-rock are presented at the university. Big name rock groups (Chicago, Santana, etc.) are sponsored by the University Program Board (UPB) or the M-Club. Tickets are sold through the Student Union Box Office and sometimes at Cole Fieldhouse where the concerts are held. Several concerts will be put on each semester with ticket prices averaging around \$5.00. Call UPB at 454-4546 for information.

Concerts of the non-rock variety are held on-campus in the Tawes Fine Arts Theatre. The University Symphony Orchestra as well as visiting performers are featured. Tickets are usually free with a student I.D. and can be obtained at the Tawes Box Office 454-2201.

Dance Marathon

The men of Phi Sigma Delta sponsor this money-raising project each fall, and each year the money is donated to a different charity. Last year, over \$35,000 was raised for the Cancer Society. Besides being a worthwhile project, the Dance Marathon is a lot of fun.

Greek Week

Every spring members of the social fraternities and sororities sponsor Greek Week. The only way to describe it is as a "happening." Philanthropy drives, leadership development exercises, and, of course, the usual fun, games and partying last the whole week. The main activities center around the Row. Whether you come to participate or just watch, there's nothing quite like it on-campus.

Homecoming

A traditional Homecoming with some non-traditional activities has returned to Maryland. An Arts and Crafts Fair,



alumni speakers, the world's largest (legal) bonfire, pep rally, parade, and football game are just some of the highlights of an entire fall week of events. It's one of the big events of the fall semester.

University Sing

One of the big events of the spring semester is the newly revived University Sing. A variety of songs, costumes and dances provide spice to this competitive event composed of residence hall students, Greeks and commuters.

CLUBS AND ORGANIZATIONS

Because of the transient nature of the student body, interest in any particular organization rises and falls with the changing semesters. Below is a list of groups registered with the Office of Campus Programs as of the date of publication. For information about a particular group call 454-3458.

Agricultural Student Council
Agronomy Club
Amateur Radio Association
American Indian Cultural Society
Angel Flight
B'Ha'i Club
Black Honors Caucus
Boricua
Calvert Communications
Cambridge Community Club
Campus Advance
Campus Crusade for Christ
Campus Rights Committee
Chancellor's Undergraduate Advisory Council
Chess Club
Chinese Student Club

Coalition Against Racism
College Republicans
Comic Art
Common Cause
Company Cinematheque
Concerned Students for Israel
Consumer Action Center
Dance Workshop—Modern Dance
East Asia Cultural and Scholastic Society
Eckankar Campus Society
Environmental Conservation Organization
English Undergraduate Association
ETA KAPPA NU
Everyone's Music
Flying Club—U. of Md
Free University
French Italian Student Association
Future Farmers of America
GSA (Governor's Commission for Student Affairs)
Gymkana Troupe
Hellenic Club
HELP Center
Hillel
History Undergrad. Association
Honors Community
Horticulture Club
In. Ag Club
Indian Student Association
Interfraternity Council
International Club
International Student Council
Japan Club
Jewish Student Union
Kappa Phi Undergraduates
Karate Club
Korean Student Association
Latin American Association
Maryland Band
Maryland Media, Inc.
Maryland Naval Tactical Games Society
Mary Pirg
Maryland Medieval Mercenary Militia
Minority Health Pre-Pro Society
Mugwump
National Student Speech and Hearing Association
Navigators (The)
Nichiren Shoshu Academy
Omicron Delta Epsilon
Organization of African Students
Organization of Arab Students
PACE
Pakistani Students' Association
Panhellenic Association
Photography Club
Phi Chi Theta
Political Study Group
Pre-Medical Society
Recreation and Parks Society
Residence Halls Association
Science Fiction Society
Skydivers Club
Student Caucus of the C.P. Campus Senate
Student Government Association (SGA)
Terrapin Ski Club
Trail Club
Students for Christ
Students International Meditation Society
Student Union Board
Square Dance Club
University Commuters Association

University of Md. Chapel Choir
University of Md. Council for Exceptional Children
University of Md. Cycle Club
University of Md. Equestrian Club
University of Md. Hanggliding Club
University Chorale
University of Md. Rugby Club
University of Md. Sailing Association
University of Md. Program Board
University Sports Car Club
University of Md. Symphony Orchestra
University of Md. Skydivers Club
University of Md. Committee for Injustice to Latin American Political Prisoners
University Theatre
Veterans Club
VIDA
Vietnam Veterans Against the War/Winter Soldier Organization
Women's Crisis Hotline
Women's Center
Young Democrats
Young Socialist Alliance

COFFEE HOUSES

There are several groups on-campus that put on coffee houses. The most regular ones are in the Student Union (room 0231) on Fridays from 8:00 p.m.-midnight. Coffee (what else?) beer, wine and soft drinks are sold with free munchies provided along with free live entertainment. You might also check various dorms and the RHA as they often put on coffeehouses within the confines of their particular area.

THE COMMONS LOUNGES

The rooms are conducive to quiet meditation and/or lively conversation. They are located in:

Foreign Languages Bldg., 0205
Tydings Hall, 2103
Taliaferro Hall, 1102
Skinner Bldg., 0120
Francis Scott Key, 1102
Building EE, 1132
Symons Hall, 0109
Armory, 0108
J.M. Patterson, 1105
Mathematics Bldg., 0205/3495
Molecular Physics, 3113
Computer Science Bldg., 3301
Space Sciences Bldg., 0201
Zoology-Psychology, 1107 and 2277
Architecture Bldg., 1111

The Quad Room of the UGL.
All around the Student Union Building.
Out on the mall on warm days.
Any one of the local beer places.
The Duck Pond.
The bike paths.
... or try some of the other ideas mentioned in this section.

EXERCISE

If you're feeling a little out of shape or just want to relieve a little tension, nothing beats a good workout. Most of the indoor sports facilities are scheduled with physical education classes during the day, but if the weather is good, you can try the basketball courts around Byrd Stadium or in the quadrangle in back of Cecil Hall in the Hill Area. You can get in some tennis on the court behind Ellicott complex.

For evenings when there are no classes, you'll find facilities for most sports.

Basketball

There are indoor courts located in the Armory and the new Physical Education building behind the Cambridge complex. During the season call the Intramurals Office (X5454) to see which courts are open.

Bike Paths

Bikes are becoming popular transportation alternatives. Unfortunately, the county and the campus are playing "catch-up ball" and therefore bikeways have not been clearly delineated. When riding near the campus, it is wise to use reflectors and choose routes which have been marked for bicycles or which have surfaced shoulders. On-campus, follow the bike paths.

No one will deny that bicycles make nice gifts. They also have a good resale value. On-campus, the most important accessory for the bike is a **STRONG** lock and chain. Make certain that when parking your bike, you lock both wheels and the chassis. Whatever isn't locked, may be missing when you return. "Theft-proof" bike racks are available around campus, and more are being ordered. It is wise to use the racks which are provided, since ground crews have instructions to remove bikes which are chained to trees and building railings.

Golf Course

For your duffing pleasure, the university operates a eighteen-hole, par 71 golf course. Located across University Boulevard, the course offers you everything you would expect from a private course except a nineteenth hole. Green fees are \$2.00, but bring your own clubs because rentals are limited.

In addition to the golf course, a driving range (\$1.25 for a bucket of balls) and putting green (\$1.00) are also available. Both of these are open only during the Spring and Summer.

Gymnastics

There's an apparatus room located in Room 0108 of Cole. It contains two trampolines, tumbling mats and gymnastic equipment. The room is open Monday, Tuesday, Thursday, and Friday, 4:00 p.m.-6:00 p.m.; Wednesday, 7:00 p.m.-9:00 p.m.; All weekdays, Noon-1:00 p.m.

Handball/Squash

The new Physical Education Building has eight courts that are open in the evening for handball or squash. Plan on waiting for a court if you don't have a reservation; they go quickly. Call X2755 for a reservation, but call by 9:00 a.m. or you'll be out of luck.

Swimming

There are two pools, one in Preinkert and the other in Cole. The hours and days change, so it's best to call ahead. Some days it's co-ed; other times it's restricted to one sex.

Weightlifting

To get in on the weightlifting action, there is a universal gym and other equipment in Room 0115 of Cole. Call X2755 for hours.



FRATERNITIES

Fraternities are organizations formed for the purposes of promoting scholarship, developing leadership, stimulating social interaction and providing meaningful interpersonal relationships. In a fraternity, you have the chance to work with men, called "brothers," that are both similar and different in background. You live together, work together and have fun together. If you're interested in getting to know some of the men in fraternities, just stop by or give a call.



Alpha Epsilon Pi
No. 13 Fraternity Row, 277-9819
Alpha Gamma Rho
7511 Princeton Avenue, 927-9831
Alpha Tau Omega
4611 College Avenue, 927-9769
Alpha Phi Alpha
Contact Joseph Williams, 454-2495
Delta Sigma Phi
4300 Knox Road, 927-9770
Delta Tau Delta
No. 3 Fraternity Row, 864-9780
Delta Upsilon
No. 6 Fraternity Row, 927-9778
Iota Phi Theta
Contact Zemirah Jones, 454-2873
Kappa Alpha
No. 1 Fraternity Row, 864-9846
Kappa Alpha Psi
Contact Charles Grant, 454-3191
Omega Psi Phi
Contact Joseph Younge, 454-3476
Phi Beta Sigma
Contact Michael Hollis, 454-2495
Phi Delta Theta
4605 College Avenue, 927-9884

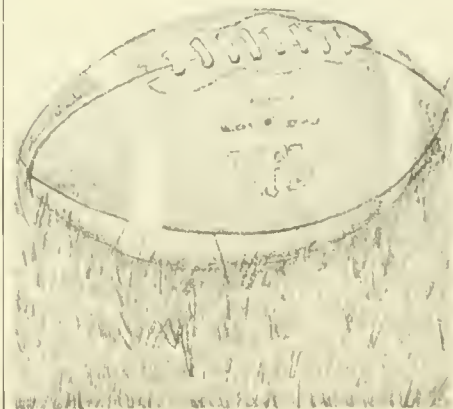
Phi Epsilon Pi
4613 College Avenue, 779-3750
Phi Kappa Sigma
No. 5 Fraternity Row, 864-9828
Phi Kappa Tau
7404 Hopkins Avenue, 864-2780
Phi Sigma Delta
No. 14 Fraternity Row, 927-9557
Phi Sigma Kappa
No. 7 Fraternity Row, 779-9602
Pi Kappa Alpha
4340 Knox Road, 779-9801
Sigma Alpha Epsilon
No. 4 Fraternity Row, 779-9777
Sigma Alpha Mu
No. 2 Fraternity Row, 779-0637
Sigma Chi
4600 Norwich Road, 864-9807
Sigma Nu
4617 Norwich Road, 927-9187
Sigma Pi
4502 College Avenue, 864-9583
Tau Epsilon Phi
4607 Knox Road, 864-9513
Theta Chi
7401 Princeton Avenue, 779-9715

INTRAMURALS

A full range of intramural sports activities for both men and women are available during the fall and spring semesters. Leagues are formed for commuters as well as fraternities and dorm residents. Some coed activities (horseback riding, mixed doubles in tennis, table tennis and badminton and volleyball) are available.

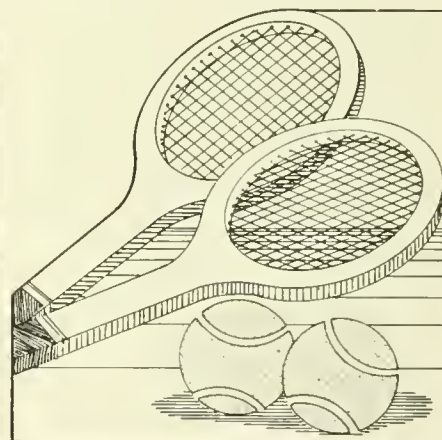
Men

Men participate in touch football, golf, soccer, handball, horseshoes, tennis, and cross-country during the fall; basketball, bowling, weight lifting, chess, swimming and wrestling during the winter; and foul shooting, softball, racquetball, badminton, table tennis, volleyball and track during the spring. Call Mr. Kovalakides, Director of Intramural Sports at 454-3124 for more information.



Women

Women participate in bowling, tennis-singles, badminton doubles, swimming marathon, hockey, judo, volleyball, and fencing during the fall; swimming meet, basketball, badminton singles, ice-skating, and self defense during the winter; and volleyball, tennis doubles and table tennis during the spring. In addition to these activities, there are special interest clubs such as Aqualiners and horseback riding. Call Miss Kessler, Director Women's Recreation Association, at 454-2628 for additional information.



MOVIES

There are two sources for good low-budget high quality first-run features: the Student Union, which schedules movies on a Wednesday to Sunday basis with shows at 7:00 and 9:30 for \$1.00, and Company Cinematique, which offers a variety of underground experimental, "oldies but goodies," and some good contemporary films as well as a skin flick thrown in here or there for spice. C.C. shows its movies in Skinner and Tyding Auditoria. Day, times and prices vary, so consult the DBK to keep up to date.

PACE

Volunteer Work—Students who want to work with other University of Maryland students in off-campus volunteer work should check out this SGA funded coalition of student volunteer projects. It's a great way to get experience and meet new people.

SORORITIES

The women of the social sororities at Maryland are an integral part of the Greek system. These organizations exist for mutual benefit in getting the most out of the college years. Not all learning takes place in the classroom, and the sorority can do much to contribute to out of class education. Sororities stress scholarship, service to the campus and community, and development of strong, longlasting friendships. There is a formal period of "rush" at the beginning of each semester during which you get to meet new people. If you have any questions, please call the Office of Greek Life.

Student Union—Room 1211G—
454-2736 or the Panhellenic Council.

Alpha Chi Omega
4525 College Avenue, 864-7044

Alpha Delta Pi
4603 College Avenue, 864-8146

Alpha Epsilon Phi
No. 11 Fraternity Row, 927-9701

Alpha Gamma Delta
4535 College Avenue, 864-9806

Alpha Kappa Alpha
Contact Regina Evans, 779-8561

Alpha Omicron Pi
4517 College Avenue, 927-9871

Alpha Phi
7402 Princeton Avenue, 927-0833

Alpha Xi Delta
4517 Knox Road, 927-1384

Delta Delta Delta
4604 College Avenue, 277-9720

Delta Gamma
4518 Knox Road, 864-9880

Delta Phi Epsilon
4514 Knox Road, 864-9692

Delta Sigma Theta
Contact Brenda Brown, 454-3671

Gamma Phi Beta
No. 9 Fraternity Row, 927-9773

Kappa Alpha Theta
No. 8 Fraternity Row, 927-7606

Kappa Delta
4610 College Avenue, 864-9528

Kappa Kappa Gamma
7407 Princeton Avenue, 277-1511

Phi Sigma Sigma
4531 College Avenue, 927-9828

Pi Beta Phi
No. 12 Fraternity Row, 864-9436

Sigma Delta Tau
4516 Knox Road, 864-8803

Sigma Kappa
No. 10 Fraternity Row, 927-6244

Zeta Phi Beta
Contact Winifred Cannon, 454-3767

SPECTATOR SPORTS

If you're into watching first class college athletics, you've come to the right place. The University of Maryland is a member of the highly touted Atlantic Coast Conference and fields varsity teams in football, basketball, lacrosse, soccer, swimming, baseball, wrestling, track and field, tennis, and fencing. The university has won the Carmichael cup, symbolic of top overall athletic performance in the ACC, in all but four of the years the trophy has been in existence and has fielded nationally ranked top ten teams in several sports for the last couple of years.

Students are admitted by just showing their current I.D. card to most events, but must pick up tickets in advance for basketball—and some football games—because of the limited seating capacity. The pick-up policy and schedule will be printed in the DBK at the beginning of the season. When a big game comes along, get there early because lines form several hours (that's right!) in advance.

Latest newcomer to the limelight at College Park is the women's varsity athletic program. Long overlooked, the tenacious terps finally got some publicity last year through a nationally televised basketball game. With the advent of recent legislation, look for women's sports to get the increasing coverage that they deserve.

In addition to the varsity teams, there are several clubs that represent the university but are not part of the athletic department. Most notable of these is the Rugby Club. The games feature lots of action on the field and lots of partying on the sideline during and after the game. Sometimes the spectators are as interesting to watch as the games.

STUDENT GOVERNMENT ASSOCIATION

Located in Room 1219 of the Student Union. 454-2811, 454-4588, 454-5688.

The Student Government Association is the central representative and service voice of the student body. An executive and legislative branch are annually chosen by election.

The purpose of the SGA is to protect and voice student interests and rights before the campus administration, the Board of Regents and the state legislature.

SGA also allocates the student activities fee. A total of around \$425,000 (based on enrollment) is allocated to various student organizations which provide services to the campus.

You don't have to be elected to be a participating member of SGA. Each year many committees are formed to work on various campus projects and problems. Anyone can join these committees by dropping by the office and signing up. You can even start your own committee and use many of SGA's resources.

If you have a problem or would just like to get involved, drop by or give them a call.

STUDENT UNION

7 a.m.-midnight, Monday-Thursday; 7 a.m.-1 a.m., Friday; 8 a.m.-1 a.m., Saturday; noon-midnight, Sunday.

The Maryland Student Union is the campus center for students, faculty, staff, and alumni, so if you are looking for something to do or know something is happening but don't know where it is, try the Union. A full and varied program composed of special events and regular facilities is there for your enjoyment.

THEATRE

The on-campus home for theatre is the Tawes Fine Arts Theatre. Four productions are offered annually with special seasonal presentations around Christmas. Tryouts for all productions are open to the public and are announced in the DBK. If you are interested only as a spectator, tickets are usually free with a Student I.D. from the Tawes Box Office. If you plan on taking a date from campus, make sure you have their I.D. card with you when you go for tickets!

HOW TO

At any university there are certain procedures established for handling requests made frequently by students. Unfortunately, there seems to be a correlation between the size of the institution and complexity of the procedures, and you know how large UMCP is! Well, in this section we've tried to provide you a set of guidelines for some of the more common treks through the administrative maze. If you come up with some useful information about how to simplify any of these, please let us know by sending in the form in the pocket of this booklet or calling the Office of Campus Programs, 454-3458.

ACADEMIC CHANGES

How To Add a Course

See *Schedule of Classes*.

How To Drop a Course

See *Schedule of Classes*.

PROCESS—LATE REGISTRATION

Who?

1. Students who did not pre-register during the Spring or Summer.
2. Students who did not register in the Armory.
3. Students with outstanding financial obligations.

When?

After the Armory closes.

A late registration fee of \$20.00 is assessed.

Any registration after schedule adjusting period requires special permission of the dean or division provost.

Where?

Distribution—Pick up registration materials at the Registrations Counter, 1st floor lobby, North Administration Building.

Course sectioning—Academic departments.

Bill payment—Office of the Cashier, South Administration Building.

Collection—All materials should be turned in at the Registration Counter.

How?

New Students:

1. Bring "Offer of Admission" letter to Registration Counter to pick up registration materials.
2. Undergraduates—Proceed to department office for advisor assignment.
3. Graduate Students—Proceed to Graduate section of department to which you have been admitted for advisement.
4. After advisement, report to each academic department for sectioning into courses.
5. Pay bill at the Office of the Cashier, South Administration Building.
6. Turn in all materials at Registrations Counter.

Returning Students:

1. Bring Readmission or Reinstatement letter to Registrations Counter to pick up registration materials.
2. If advisement is desired or necessary, proceed to the department to make necessary arrangements.
3. Proceed to each academic department for sectioning into courses.
4. Pay bill at the Office of the Cashier, South Administration Building.
5. Turn in all materials at Registrations Counter.

CANCEL PRE-REGISTRATION OR WITHDRAW FROM THE UNIVERSITY

If a student pre-registers and subsequently decides not to attend the University, he must either cancel his registration or withdraw from the university. The correct procedure to follow is determined by when the decision not to attend is made.

Prior to the first day of classes you may cancel your registration. If a cancellation is processed prior to the first day of class, the student incurs no financial obligation to the university for the semester. Failure to cancel pre-registration will result in financial obligation to the university even though the student does not attend classes.

On or after the first day of classes you must withdraw from the university.

While a student who withdraws is entitled to a refund, the amount of the refund is determined by the date the student processes his withdrawal. It is possible to withdraw and receive no refund.

To Cancel Your Registration

during schedule adjusting period:

1. Your cancellation request must be received in writing by: Office of Registration—Room, 1130, North Administration Building, University of Maryland, College Park, Maryland 20742.

Since the university can honor only those requests for cancellation which are actually received prior to the deadline, it is suggested that all requests be sent by registered mail.

2. For additional information concerning cancellations call the Registrations Office, 454-2734.
3. Refer to the chart below for refund information.

To Withdraw from the university

1. Go to your Dean or Division Provost to secure the necessary form. Complete the form and hand carry it to Room 1130A, North Administration Building.
2. Withdrawal becomes effective on the date the form is filed with the Office of Registrations.
3. Tuition refunds will be processed upon receipt of the completed Withdrawal Form and after adjustment has been made to the student's account by the Office of Registrations.
4. Be certain to return all books to the library, your identification card and your food service identification card to the Office of Registrations, and your room key to the Residence Hall staff. Also be certain to clear all financial accounts at the Division of Business Services, South Administration Building.

CHANGE YOUR ADDRESS

Who?

All students enrolled at the University of Maryland, College Park Campus.

When?

Changes in either local mailing address or permanent address can be processed. At any time during the semester that they occur.

Where?

Address Change Forms are available at the following places:

1. Registrations Counter first floor lobby, North Administration Building, 9 a.m.-4 p.m., Monday through Friday.
2. Dean's or Provost's Offices—8:30 a.m.-4:30 p.m. Monday through Friday. COMPLETED FORMS should be returned to the Registrations Counter, first floor lobby, North Administration Building.
3. Department of Business Services, Address Unit, Room 1105, South Administration Building, 8:30 a.m.-4:30 p.m., Monday through Friday.

Why?

Since many of the university's new registration procedures will be handled through the mail, it is imperative both to the student and to the Office of Admissions and Registrations that accurate and up-to-date addresses be maintained throughout the time of enrollment in the university.

Currently Registered Students—during the academic year the local address on file will be used for all mailings other than grade reports and billings. All grade reports and billings will be mailed to a student's permanent address.

Students Not Currently Registered—the permanent address on file will be used for all mailings.

CHANGE DIVISION/ COLLEGE/MAJOR

Division, college and major changes may be made at any time, the only restrictions being Board of Regents limitations on enrollment.

Forms to initiate these changes will be available at the Registrations Office Counter, 1st floor lobby, North Administration Building.

Refer to the organizational chart and the code table of the Schedule of Classes to verify that you have processed all the necessary changes and are using the correct codes.

ALL Students must have 1) a division code, 2) a college code and 3) a major (course of study) code. Please make sure that you have a valid combination of all three.

If your major (course of study) comes directly under the jurisdiction of a division provost, your college code should be "99—No College, Undergraduate."

Change In Division

(Undergraduate Students Only)

1. Division changes may be made at any time, the only restrictions being Board of Regents limitations on enrollment.
2. Forms to initiate a change of division will be available at the Registrations Office Counter, 1st floor lobby, North Administration Building.
3. For the purpose of evaluation and acceptance to new division, it is necessary to obtain an unofficial copy of the permanent record. Forms for requesting the unofficial copy are available at the Registrations Office Counter.
4. The change form and the unofficial copy of the permanent record should be taken to the provost's office in the new division.
5. The provost of the new division will relay the information to the Registrations Office.
6. The divisions involved will assume responsibility for the appropriate transfer of complete records.

Change In College

(Undergraduate Students Only)

1. College changes may be processed at any time, the only restrictions being Board of Regents limitations on enrollment.
2. Forms to initiate a change of college will be available at the Registrations Office Counter, first floor lobby, North Administration Building.
3. For the purpose of evaluation and acceptance to new college, it is necessary to obtain an unofficial copy of the permanent record. Forms for requesting the unofficial copy are available at the Registrations Office Counter.
4. The change form and the unofficial copy of the permanent record should be taken to the Dean's Office of the new college. The Official date for the change will be the date stamped on the form by the new college.
5. The Dean of the new college will relay the information to the Registrations Office.
6. The colleges involved will assume responsibility for the appropriate transfer of complete records.

Change In Major

(Undergraduate Students Only)

1. Major changes may be processed at any time, the only restrictions being Board of Regents limitations on enrollment.
2. The forms for this purpose will be available at the Registrations Office Counter, first floor lobby, North Administration Building.
3. The form indicating the change information should be turned in with the Registration Materials at the time of Registration or turned in to the Registrations Office Counter at a later time during the semester.